



989



INFORMATION COLLECTION BUDGET

OF THE UNITED STATES
GOVERNMENT

FISCAL YEAR 1989

EXECUTIVE OFFICE OF THE PRESIDENT
OFFICE OF MANAGEMENT AND BUDGET



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WASHINGTON, D.C. 20503

APR 14 1989

This report, the Information Collection Budget for FY 1989, represents the ninth annual "paperwork budget" for controlling the number of hours that individuals, businesses, and State and local governments must spend preparing or maintaining Federally-mandated forms, reports, and records. It provides both an accounting of actual reductions accomplished by Executive Branch agencies during FY 1988 and of the paperwork reductions planned by these agencies for FY 1989.

As this report indicates, in FY 1988 the Executive Branch significantly reduced -- by 62.6 million hours -- the 1.9 billion hours of paperwork imposed on the American public in FY 1987. Our efforts have, in fact, led to paperwork reductions exceeding the goal specified by the Paperwork Reduction Reauthorization Act of 1986.

Unfortunately, the outlook for FY 1989 is not as bright. Court-ordered and congressionally-mandated paperwork requirements over which the Executive Branch has limited control represent a significant and continuing concern for the effective management and control of paperwork. Such requirements will impede the Executive Branch's progress toward meeting the reduction goal for FY 1989, and, as a consequence, we expect a decrease in paperwork burdens of only 13.2 million hours.

We are continuing our efforts to minimize as much as possible the paperwork burden imposed on the American public by the Federal government, and will work diligently in FY 1989 to eliminate unnecessarily burdensome and costly paperwork requirements.

Jay Plager
Administrator
Office of Information and
Regulatory Affairs

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INTRODUCTION

Fiscal Year 1989 marks the ninth publication of the Information Collection Budget of the United States Government. Each year this report provides the American public with an assessment of the progress made toward reducing Federal paperwork burdens on the public in the preceding fiscal year, a projection of the expected reductions during the current fiscal year, and a description of program areas targeted by each agency for achieving additional paperwork reductions over a two to three year planning horizon. Most importantly, though, this report represents the end-product of a process for improving accountability to and stimulating participation by the American public in one aspect of Federal governance -- the need to collect information.

Almost every adult American fills out at least one Federally-required form, survey, or questionnaire each year. In FY 1989 alone, nearly 100 million citizens and over 5 million business firms and associations will report detailed information on income and finances to the Internal Revenue Service. Over 80 million Americans will provide detailed information demonstrating their eligibility to receive financial benefits from the Federal government. Thousands of businesses, non-profit organizations, and State and local agencies that must comply with Federal regulatory requirements or that receive Federal grants or contracts will file lengthy reports and applications. In all, Americans will spend over 1.7 billion hours to meet Federal information collection requirements during FY 1989. This is equivalent to employing 850,000 people full time solely to collect, report and maintain information in response to Federal requirements.

The Information Collection Budget (ICB) provides a mechanism for measuring and controlling the costs of the Federal information collection requirements imposed on individuals, businesses, and State and local governments. As a management tool, it plays an important role in the development of effective and efficient Federal information technology programs (automated data processing (ADP), computers, and telecommunications) and agency regulatory proposals.

The ICB is administered by the Office of Management and Budget (OMB), as authorized by the Paperwork Reduction Act of 1980 (Chapter 35 of Title 44 of the United States Code). The Act directs OMB to establish general policies

and procedures for controlling information collections, and to report to the Congress at least annually the estimated burden hours imposed by the information collections of each Federal agency. OMB's implementing regulation ("Controlling Paperwork Burdens on the Public," 5 CFR 1320) establishes the ICB as the principal mechanism for accomplishing these and other directives of the Act. The ICB has been instrumental in achieving these directives and has furthered the Act's goal of encouraging high-level responsibility for paperwork reduction within each agency and effective management of information collection resources.

The ICB process requires a balance between the burden on the public of supplying this information and its practical utility in furthering the goals of the Federal government. Initiated as a prototype in FY 1981 and then on a government-wide basis in FY 1982, the ICB utilizes budget procedures -- long familiar in connection with government fiscal expenditures -- to control the information collection burden of public policies on private citizens, State and local government entities, and the private sector.

The ICB is prepared each year in a manner similar to the preparation of the President's fiscal budget. Based upon the prior year's experience and the best estimates of the "burden hours" imposed by each form, survey, and other information collection,¹ each agency submits to OMB a proposed budget or allowance of total burden hours for the new fiscal year, together with a description of changes in existing paperwork requirements that are necessary to meet its needs. In addition, agencies report on paperwork

¹ Collections of information covered by the Paperwork Reduction Act include reporting requirements (e.g., report and application forms, schedules, and questionnaires), recordkeeping requirements, disclosure and labeling requirements, and other similar requirements. (See 5 CFR 1320.7(c) for a more comprehensive definition.) To determine the burden associated with a particular collection of information, agencies usually develop an estimate of the average time required for a respondent to comply with a specific information requirement and of the total number of respondents who must comply with the requirement. The "total burden" (measured in hours) for a particular information collection is calculated simply by multiplying the average response time per respondent by the expected number of respondents.

management initiatives, which are designed to improve the flow of information. Agency submissions are followed by OMB reviews, passbacks, and meetings between agency and OMB officials until final budgets that minimize paperwork burden, consistent with program needs and uses of the collected information, are determined.

During the fiscal year, adjustments and changes to meet the budgeted burden hours are made through the review and revision of specific agency proposals for information collections. There are three kinds of revisions:

- o Revised estimates of reporting burdens. Experience during the year may lead to an upward or downward revision in the estimated time required for complying with a particular information collection. Such accounting changes do not reflect real changes in paperwork burdens, but rather an improved measurement of those burdens. Since the actual burden borne by the public has not changed, this type of change is treated as an adjustment in the burden associated with a particular information collection.
- o Changes in private use of government forms. The use of many kinds of government forms -- such as application forms for benefit programs, passports, and certain tax elections -- is discretionary. The use of such forms may be greater or less than an agency anticipated at the beginning of the fiscal year. Although such changes reflect changes in paperwork, they are beyond the direct control of the agency and, hence, are treated as adjustments.
- o Unbudgeted changes in paperwork requirements. Statutes enacted or policy changes during the year may require new forms or impose new regulatory requirements unanticipated at the time an agency's ICB was prepared. Also, review of individual forms under the Act may uncover new opportunities for paperwork burden reduction. These are real changes in paperwork burden relative to that burden budgeted at the beginning of the fiscal year and are treated as "program changes."

As a part of the ICB process, each agency's budget is examined and adjusted at the end of each fiscal year to determine its actual "expenditure" of paperwork burden hours for that year. This produces the final measure of each agency's record in meeting, exceeding, or falling short of its reduction goal. Each agency's final adjusted total paperwork burden is then used as the "base" for preparing its ICB for the following fiscal year. The adjustment at the close of the fiscal year is the last opportunity to revise the figures prior to the development

of the ICB targets for the subsequent fiscal year.² During the first few years of administering the ICB, adjustments to the base included substantial revisions unrelated to changes in the paperwork burden. These revisions were due to the gradual incorporation into the ICB of additional kinds of Federal paperwork (such as procurement paperwork, recordkeeping requirements, and regulatory and statutory paperwork). In 1983, OMB published regulations implementing the Paperwork Reduction Act. These regulations defined "paperwork" to include: (1) requirements associated with government procurement of goods and services, (2) testing and other actions associated with labeling and disclosure requirements, and (3) requirements contained in existing regulations. Primarily because of these revisions, adjustments made at the close of FY 1983 produced an information collection base of 2,023 million hours, a large increase over the FY 1982 base of 1,275 million hours.

Inclusion in the ICB of all of these various paperwork requirements is necessary to present a picture of the true burden of Federal paperwork and to develop plans to reduce this burden. The ICB planning process and the Paperwork Reduction Act review process have led to significant burden reductions for all types of paperwork over the past eight years: on net the public would spend over 500 million more hours on Federal paperwork this year in the

²Note that "adjustments" and "changes" to burden are treated differently for determining whether agencies have met ICB paperwork reduction targets during a fiscal year. Only "changes" in the paperwork requirements themselves or in agency policies affecting the requirements are used to determine whether an agency meets its paperwork reduction target, since the Federal government presumably has direct control over this type of change. "Adjustments" -- which presumably reflect no change in the actual paperwork requirement or in agency policy but, rather, in factors such as population growth over which the Federal government has no control -- are added to agencies' burden hour bases at the end of a fiscal year, but are not counted in determining whether an agency has achieved its reduction target during the fiscal year.

absence of these procedures.³ This estimate understates the full achievements of the paperwork budgeting and review processes because, in many cases, reductions in existing requirements have been offset by new, statutorily-mandated information requirements. In FY 1987, for example, new statutory requirements in the areas of tax reform, environmental protection, and immigration reform imposed approximately 174 million hours of additional paperwork burden on the American public. In fiscal years 1988 and 1989, new court-ordered and statutorily-mandated requirements in the areas of workplace safety and environmental protection added or will add approximately 55 million hours and 45 million hours, respectively, to the public's paperwork burden. Excluding these major statutory and court-ordered requirements over which the executive branch has limited control, the cumulative net paperwork reduction achieved through the ICB process would exceed 600 million hours.

The ICB process has also proven to be an effective means for coordinating information management policies. This process highlights the interrelationship of an agency's information collection requirements, regulatory proposals, statutory requirements, and automated data processing (ADP) needs. As part of the ICB process, therefore, OMB asks agencies to review their information management procedures to determine whether they can realize a more effective coordination of regulatory recordkeeping and reporting proposals, the agency's ADP program and systems, and the paperwork management process.

The coordination envisioned by this effort will not be easily achieved, particularly given the traditionally fragmented structure of agency offices and responsibilities and the need to implement the new paperwork requirements being enacted by Congress each year. However, the coordination of these three areas is the cornerstone of efficient information management, and should result in more effective and less costly Federal programs.

³ This paperwork reduction estimate refers to the sum of the net "program change" reductions in burden hours achieved since FY 1981. Because of "adjustments" to burden estimates for individual information collections in each of these years and the "adjustments" to the base noted above (i.e., the inclusion of procurement and labeling requirements), these savings do not simply equal the difference between the current base and the FY 1981 base.

In all, the ICB process, while less formal and precise than fiscal budgeting, has proven to be an effective management tool. Because it has stimulated a high (and improving) quality of information management practices within agencies, the ICB process has enabled both OMB and agencies to target paperwork reduction strategies more effectively, to manage the reviews of individual paperwork collection proposals better, and to assess the effect of regulatory reform and ADP initiatives on the paperwork burden borne by the public more accurately.

SECTION I: PAPERWORK MANAGEMENT IN FY 1988

Changes in Paperwork Burden for FY 1988

During FY 1988, the Federal government significantly reduced the paperwork burden imposed on the American public, and exceeded the statutory target for reducing the FY 1987 "base" (i.e., those collections in existence at the close of FY 1987). Reductions to the base during FY 1988 equaled 106.3 million hours and amounted to a decrease in those requirements of 5.7 percent. Because new paperwork partially offset this reduction in existing paperwork, the net reduction (the sum of reductions to the base and new collections) was 62.6 million hours. This net reduction equals a 3.3 percent decrease in the paperwork burden imposed on the public in FY 1988 over the burden imposed in FY 1987. As a result of the implementation of burdensome court-ordered and statutorily-mandated paperwork requirements (over which the executive branch had limited control) both the "reductions from base" and the "net reductions" estimates understate the executive branch's paperwork reduction accomplishments in FY 1988, as discussed below.

The burden increases and decreases achieved during FY 1988 for each agency and the Federal government as a whole are shown in Table 1. A comparison of each agency's reduction in existing collections during FY 1988 with the reduction target established by the Paperwork Reduction Reauthorization Act of 1986 is displayed graphically in Figure 1.⁴ Sixteen agencies (over 40 percent) achieved the statutorily-established 5 percent reduction target for FY 1988. These are: the Departments of Defense, Energy, Interior, Justice, and Treasury, and the Commodity Futures Trading Commission, the Environmental Protection Agency, Federal Communications Commission, Federal Emergency Management Agency, Federal Energy Regulatory Commission,

⁴For fiscal years 1987 through 1990, the Paperwork Reduction Reauthorization Act of 1986 established an annual goal of a 5 percent reduction in the paperwork requirements in existence at the close of the preceding fiscal year. Figure 1 and the data in the "reductions from base" column of Table 1 present these data for FY 1988. In addition, Table 1's "net reduction" column shows the net change in paperwork burden (i.e., reductions in existing collections plus new collections) for each agency in FY 1988.

TABLE 1. PAPERWORK REDUCTION IN FY 1988 (in thousands of respondent hours)

	REDUCTION FROM BASE		FY 1988 NEW COLLECTIONS		FY 1987-FY 1988 NET CHANGE		
	FY 1987 BASE	PROGRAM CHANGE	PERCENT CHANGE	PROGRAM CHANGE	PERCENT CHANGE	PROGRAM CHANGE	PERCENT CHANGE
GOVERNMENT							
TOTAL	1,881,434	(106,264)	(5.65)%	43,708	2.32 %	(62,556)	(3.32)
DEPARTMENTS:							
AGRICULTURE	69,705	245	0.35	473	0.68	718	1.03
COMMERCE	11,692	(554)	(4.74)	279	2.39	(275)	(2.35)
DEFENSE	283,064	(19,306)	(6.82)	49	0.02	(19,257)	(6.80)
EDUCATION	34,540	(45)	(0.13)	89	0.26	44	0.13
ENERGY	10,606	(1,163)	(10.97)	41	0.39	(1,122)	(10.58)
HHS	132,082	(3,527)	(2.67)	521	0.39	(3,006)	(2.28)
HUD	14,462	113	0.78	2,901	20.06	3,014	20.84
INTERIOR	7,758	(447)	(5.76)	17	0.22	(430)	(5.54)
JUSTICE	40,634	(18,632)	(45.85)	2,440	6.00	(16,192)	(39.85)
LABOR	77,432	31,620	40.84	1,072	1.38	32,692	42.22
STATE	1,773	(32)	(1.80)	16	0.90	(16)	(0.90)
TRANSPORTATION	82,277	(1,081)	(1.31)	512	0.62	(569)	(0.69)
TREASURY	867,043	(83,859)	(9.67)	2,931	0.34	(80,928)	(9.33)
AGENCIES:							
CFTC	1,042	(56)	(5.37)	0	0.00	(56)	(5.37)
CPSC	319	(1)	(0.31)	1	0.31	0	0.00
EPA	49,835	(3,246)	(6.51)	30,439	61.12	27,213	54.61
EEOC	2,427	317	12.07	0	0.00	317	12.07
FCC	11,849	(1,198)	(10.11)	256	2.16	(942)	(7.95)
FDIC	5,618	(166)	(2.95)	15	0.27	(151)	(2.69)
FEMA	737	(53)	(7.19)	1	0.14	(52)	(7.06)
FERC	3,813	(211)	(5.53)	484	12.69	273	7.16
FHLBB	1,815	116	6.39	0	0.00	116	6.39
FRB	7,853	(747)	(9.51)	943	12.01	196	2.50
FTC	64,138	(8)	(0.01)	2	0.00	(6)	(0.01)
GSA	630	(12)	(1.90)	0	0.00	(12)	(1.90)
ICC	762	(62)	(8.14)	0	0.00	(62)	(8.14)
NASA	13,761	(963)	(7.00)	1	0.01	(962)	(6.99)
NOJA	5,685	(5)	(0.09)	0	0.00	(5)	(0.09)
NEA	313	(10)	(3.19)	27	8.63	17	5.43
NEH	468	(14)	(2.99)	8	1.71	(6)	(1.28)
NSF	4,928	(8)	(0.16)	0	0.00	(8)	(0.16)
NRC	5,693	(384)	(6.75)	0	0.00	(384)	(6.75)
OPM	1,705	(105)	(6.16)	3	0.18	(102)	(5.98)
SEC	55,908	(2,401)	(4.29)	2	0.00	(2,399)	(4.29)
SBA	2,545	(297)	(11.67)	111	4.36	(186)	(7.31)
VA	6,322	(82)	(1.30)	54	0.85	(28)	(0.44)

Figure 1
PAPERWORK REDUCTION FROM THE BASE
FISCAL YEARS 1987, 1988, AND 1989

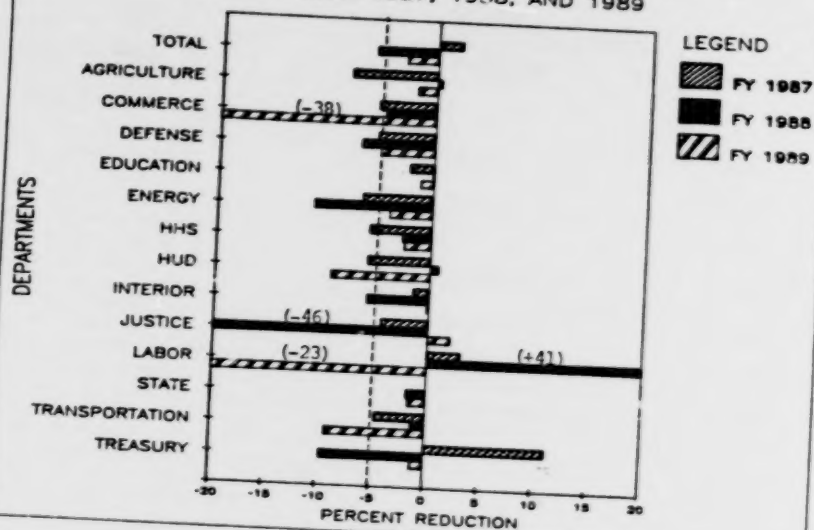
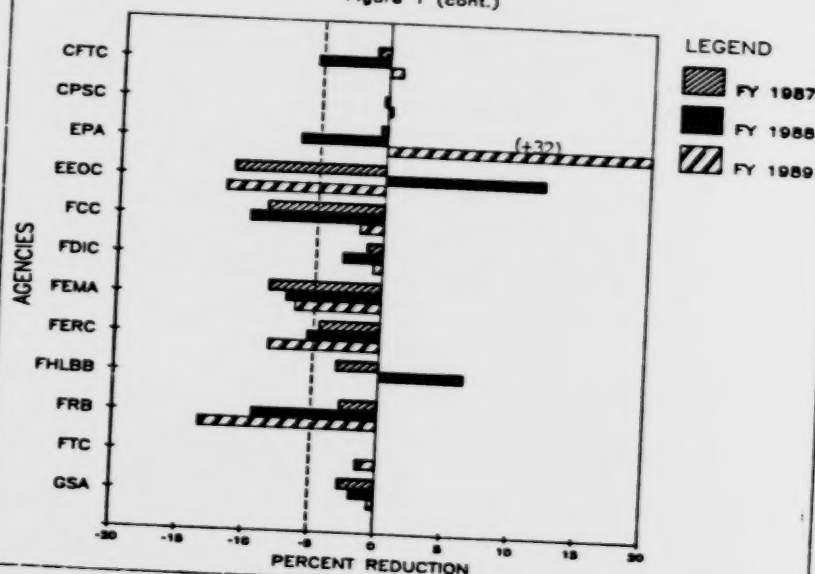
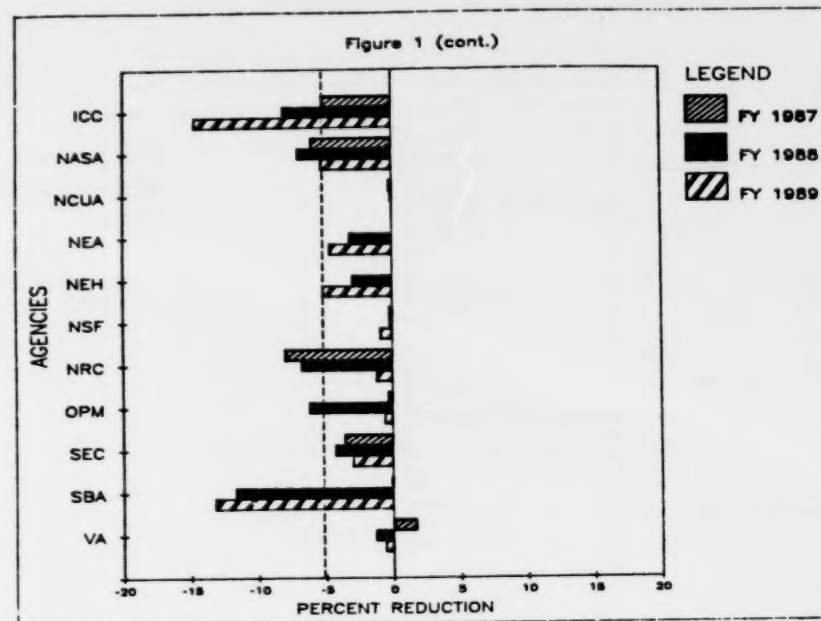


Figure 1 (cont.)





Federal Reserve Board, Interstate Commerce Commission, National Aeronautics and Space Administration, Nuclear Regulatory Commission, Office of Personnel Management, and the Small Business Administration. Twenty agencies failed to meet the 5 percent reduction target. Fourteen of these agencies achieved some reductions to existing paperwork requirements, and six agencies (17 percent) did not. The agencies that made no progress toward meeting the statutory goal in FY 1988 were: the Departments of Agriculture, Housing and Urban Development, and Labor, and the Equal Employment Opportunity Commission, Federal Home Loan Bank Board, and the Federal Trade Commission.

In reviewing Table 1, the following explanation of the data presented in that table may be helpful. The data shown in the "FY 1987 Base" category represent those information collections that were in existence at the close of FY 1987. These end-of-FY 1987 paperwork burdens are the baseline against which burden reduction progress in FY 1988 is measured. The reduction data included in the "Reduction from Base" category refer to changes (both increases and decreases) that occurred during FY 1988 in those paperwork requirements existing at the end of FY 1987. This column will show an increase for an agency that imposed, through changes to pre-existing paperwork requirements, more paperwork burden on the public in FY 1988 than FY 1987. The "New Collections" column shows the burden imposed by entirely new collections in FY 1988; for example, new collections would result from the implementation of programs or surveys that did not exist in FY 1987. Finally, the "Net Change" column is simply the sum of new collections and changes to existing requirements (i.e., the reductions from base data).

As indicated in this section's first paragraph, the implementation of three particularly significant paperwork requirements mandated by statute or court order in FY 1988 has diminished the Federal government's paperwork reduction achievements shown in Table 1. During FY 1988, the court-ordered expansion of the Department of Labor's Hazard Communication Standard (HCS) added 48 million hours to already existing HCS requirements (explaining the Department's 40 percent increase in the "reductions from base" category shown in Table 1). In addition, the implementation of statutorily-mandated environmental regulations by the Environmental Protection Agency (EPA) added 26.5 million hours in entirely new paperwork requirements (largely explaining the Agency's 55 percent increase in new collections shown in Table 1). In the

absence of these requirements, over which the executive branch had limited control, reductions to the base would have been 48 million hours greater (or 154 million hours, an 8.2 percent reduction in the base) and new collections would have been 26.5 million hours less (or only 17.2 million hours).

Besides the FY 1988 reduction data presented in Table 1 and Figure 1, Figure 1 also shows the paperwork reduction progress achieved by agencies in FY 1987 and expected by agencies in FY 1989. Hence, Figure 1 provides an indicator of actual agency performance and expected agency performance in meeting the statutory reduction goal for the first three years of the four year period to which the goal applies. As Figure 1 indicates, four, nine, and eleven of the Federal agencies should meet or exceed the statutory reduction goal in all, only two, or only one of these years, respectively. Twelve agencies do not expect to meet the goal in any year during this three year period: the Departments of Education and State and the Consumer Product Safety Commission, Federal Deposit Insurance Corporation, Federal Home Loan Bank Board, Federal Trade Commission, General Services Administration, National Credit Union Administration, National Endowment for the Arts, National Science Foundation, Securities and Exchange Commission, and the Veterans Administration. (For a more detailed accounting of expected paperwork reduction in FY 1989, see Section II of this report.)

Decreases in Federal Paperwork During FY 1988

Most agencies achieved some reductions in existing paperwork requirements during FY 1988. Some of the most significant reductions in specific information collection requirements are listed below by agency:

Department of Agriculture

The Department of Agriculture achieved over 700,000 hours of paperwork burden reduction through the elimination of requirements in two of its programs. Legislation passed in May 1988, the "Beef Referendum," eliminated the Beef Producer Refund Request and the Imported Beef Refund Request, leading to a reduction in paperwork requirements of approximately 216,000 hours. In addition, the Department's Rural Electrification Administration achieved over 500,000 hours of burden reduction by revising its construction and engineering plan requirements to replicate the usual and customary information required in the private sector for providing construction funding.

Department of Health and Human Services

The Department of Health and Human Services achieved sizable paperwork reductions in two program areas. Based on a review of its Good Laboratory Practices rules, the Food and Drug Administration determined that 30 provisions in these rules could be amended or deleted without appreciably reducing data quality. These changes led to an almost 600,000 hour decrease in paperwork burden. The Department also achieved a 500,000 hour reduction in the Uncompensated Services Assurances Report paperwork burden. Both reporting and recordkeeping requirements, which did not affect the Department's ability to monitor the performance of Hill-Burton construction fund recipients in providing care to the poor, were eliminated from the Report.

Department of Justice

The Department of Justice's Immigration and Naturalization Service (INS) experienced a reduction of approximately 16 million hours in the paperwork burdens originally required by the 1986 Immigration Reform and Control Act (IRCA). That Act imposed two major paperwork burdens -- one on aliens who could apply for the legalization program and the other on employers who are required to verify and maintain records on the employment eligibility of newly-hired workers. The reduction in burden resulted largely from the expiration of one-time IRCA reporting requirements imposed on both respondent categories.

Department of the Treasury

As a result of decreased reporting requirements for the Internal Revenue Service's W-4 form, the Department of the Treasury experienced a 66 million hour decline in paperwork burden. This reduction resulted from the completion of the one-time statutory requirement (under the Tax Reform Act) that each jobholder complete a revised W-4 form during calendar year 1987.

Environmental Protection Agency

The Environmental Protection Agency decreased paperwork burdens by 1.8 million hours through the elimination of unnecessary requirements in two of its programs. In its pretreatment program for

Publicly-Owned Treatment Works, the Pretreatment Baseline Monitoring Report was eliminated (with savings of 317,300 hours), because the collection of this information was no longer needed to administer the program. In addition, requirements associated with the Application for New or Amended Pesticide Registrations were reduced by approximately two-thirds (or 1.5 million hours) as a result of the elimination of duplicative information requests and the more efficient utilization of existing information resources by the Agency.

Federal Communications Commission

The Federal Communications Commission implemented a revised "Uniform System of Accounts for Telecommunications Companies" in FY 1988. Under these revised requirements, the accounting and technological information that must be reported by telecommunications companies and that the FCC uses to monitor the operations of these companies has been reduced, resulting in a 700,000 hour decrease in burden.

National Aeronautics and Space Administration

The National Aeronautics and Space Administration reduced the paperwork associated with its procurement programs by 826,000 hours. This reduction was achieved through the use of "consolidated" contracts, which lessen the need for technical and other data submitted by contractors.

Increases in Federal Paperwork During FY 1988

Most of the increase in Federal paperwork in FY 1988 developed from specific recordkeeping or reporting requirements that were imposed by congressional directives, statutory changes, court orders, and other means beyond executive branch control. Major paperwork increases that occurred during FY 1988 include:

Department of Housing and Urban Development

The paperwork burden imposed on the public by the Department of Housing and Urban Development increased by 3 million hours in FY 1988 as a result of the implementation of several statutory requirements. Almost half of this burden increase is associated

with a rulemaking to implement Section 504 of the Rehabilitation Act of 1974. This rulemaking set forth the policies and procedures for ensuring nondiscrimination against handicapped individuals in Federal housing assistance programs, adding 1.4 million hours of paperwork burden. Another rulemaking imposing a substantial paperwork burden in FY 1988 dealt with the implementation of Federal preferences in the provision of housing assistance. This rulemaking, which implemented sections of the Housing and Community Development Amendments of 1979 and the Urban-Rural Recovery Act of 1983, specifies the documentation and verification procedures that State and local governments must follow in providing preferential treatment to housing assistance recipients, and adds over 1.2 million hours of paperwork burden. Finally, the implementation of Section 566 of the Housing and Community Development Act of 1987 expanded the scope of existing lead-based paint testing and abatement requirements for Federally-assisted housing. These increased requirements added 430,000 hours of new paperwork burden in FY 1988.

Department of Labor

The Department of Labor's Occupational Safety and Health Administration (OSHA) had two major paperwork increases in FY 1988. In August 1987, under court order, OSHA expanded the scope of the Hazard Communication Standard (HCS), which requires employees to be informed of potential chemical hazards in the workplace and to be trained to avoid exposures, from the manufacturing sector to nonmanufacturing sectors. This expansion increased the HCS's paperwork burden by 48 million hours.

In addition, OSHA's new benzene standard became effective in FY 1988, imposing a new paperwork burden of 563,000 hours on firms which use products containing benzene, a suspected human carcinogen. This paperwork burden resulted from requirements associated with environmental monitoring, medical surveillance, and "written programs" for controlling workplace exposures.

Environmental Protection Agency

The Environmental Protection Agency's paperwork burden increased significantly as a result of new statutory and regulatory requirements. In FY 1988, the Agency issued regulations, as required by the Asbestos Hazard Emergency Response Act, that require all schools to inspect their facilities for asbestos-containing material and to develop and implement management plans for abating identified problems. This program resulted in a 9 million hour increase in paperwork burden. However, the completion of inspections and management plan development under this program should occur by May 1989, reducing this program's paperwork burden by 4.8 million hours. The remaining 4.2 million hours of burden is associated with the implementation of the management plans and will continue beyond May 1989. In addition, the Chemical Inventory Reports paperwork requirement added 4.5 million hours of new burden. Sections 311 and 312 of the Superfund Amendments and Reauthorization Act require this report.

SECTION II: THE FY 1989 INFORMATION COLLECTION BUDGET

Characteristics of Federal Paperwork

As of the beginning of FY 1989, the paperwork requirements imposed by the Federal government retain a great deal of consistency with those imposed in the past. Several agencies continue to levy the large majority of information collection requirements on the public. The Department of the Treasury, which includes the Internal Revenue Service (IRS) with its extensive tax reporting requirements, continues to be the largest paperwork agency in the Federal government -- imposing three times more paperwork burden than any other Federal agency (equaling 764 million hours of paperwork burden and 43.4 percent of the Federal total).⁵ The Department of Defense, largely as a result of its procurement activities and related paperwork, imposes the second most onerous paperwork requirements of any Federal agency -- 263 million hours of paperwork burden and 14.9 percent of the total.

The top ten paperwork agencies in the Federal government together impose 91.8 percent of the total paperwork burden. Besides Defense and Treasury, the other top ten paperwork agencies are: the Departments of Labor (imposing 7.3 percent of the total Federal burden), Transportation (5.0 percent), Agriculture (4.0 percent), Health and Human Services (3.9 percent), and Education (2.1 percent), and the Environmental Protection Agency (3.9 percent), Federal Trade Commission (3.7 percent), and

⁵ During FY 1989, the Department of the Treasury will complete a project in which the burden hours attributable to IRS tax forms will be reestimated. These reestimates will be based on detailed studies of selected forms and will include new estimates for the time needed to keep records, learn about the law, prepare the forms, and copy, assemble and send the forms to IRS. These new burden estimates, which will result in a more accurate measurement of the burden on the public, will be included for the first time in the FY 1990 ICB.

the Securities and Exchange Commission (3.6 percent).⁶ For the most part, these agencies employ information collections to monitor Federal expenditures (e.g., the Department of Transportation's highway programs, the Department of Agriculture's Food Stamp and National School Lunch programs, and the Department of Health and Human Service's Medicare and Social Security programs) or to improve compliance with health and safety rules (e.g., the Department of Labor's Occupational Safety and Health Administration and Mine Safety and Health Administration programs). By contrast, the ten smallest paperwork agencies in the Federal government impose a combined total of 7.8 million hours; this burden represents less than 0.5 percent of the Federal total. (Table 3 of this section provides a more detailed accounting of each agency's paperwork burden and the expected burden changes in FY 1989. Figure 2 provides a graphic depiction of the percentage distribution of burden for major paperwork agencies.)

The allocation of paperwork burden by the type of respondent, as of the beginning of FY 1989, is shown in Figure 3 of this section. We note that this allocation did not change during the preceding fiscal year. Businesses and other institutions, such as schools and hospitals, continue to bear the largest portion of the Federal burden -- an estimated 63 percent of the total. Almost one-third of the Federal burden is borne by

⁶The burden hours attributed to the Department of Health and Human Services (HHS) and the Department of the Treasury decreased as a result of the W-2 and W-3 forms (which these agencies jointly administer) being declared "government-wide" forms by the Office of Management and Budget. Placing these forms in this category decreased the burden attributed to HHS and the Treasury by 34.6 and 54.9 million hours, respectively. Forms are eligible for placement in the government-wide forms category when the following criteria are met: (1) a particular form is used by more than one Federal agency; (2) the form has been used by these agencies for an extended period of time without any public requests for revisions or modifications; and (3) OMB determines that the retention of all data elements on the form is essential to achieve current statutory and regulatory requirements. Forms that have been placed in the government-wide category are removed from an agency's base, the baseline against which an agency's paperwork burden reduction progress is measured, because -- as conditions 2 and 3 above imply -- further reductions in the form's burden are not currently feasible.

Figure 2
PERCENT OF REPORTING
BURDEN BY AGENCY
(as of October 1, 1988)

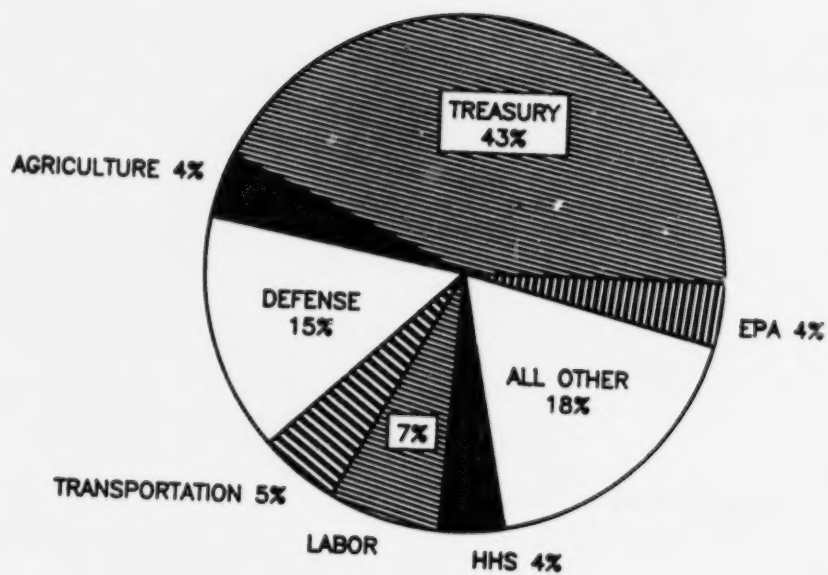
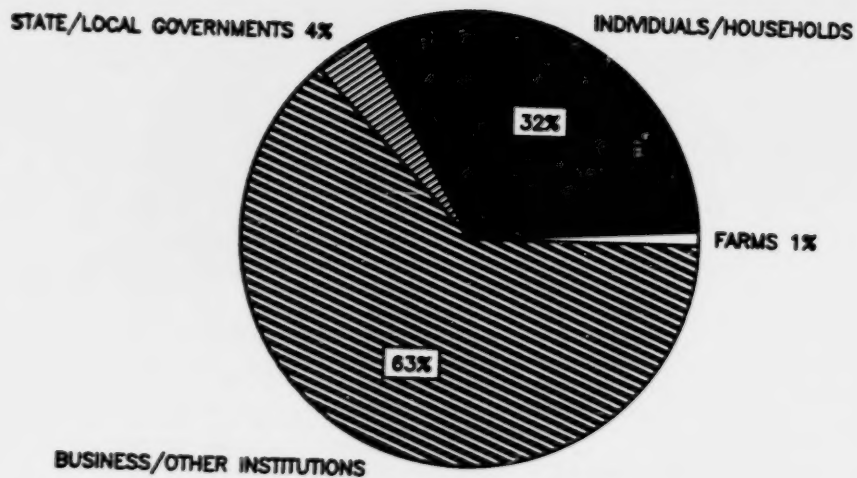


Figure 3
PERCENT OF REPORTING BURDEN
BY RESPONDENT CATEGORY
(as of October 1, 1988)



individuals and households, resulting largely from requirements such as tax reporting. State and local governments and farms bear the smallest portion of the Federal paperwork burden -- 4 percent and 1 percent, respectively.

Figure 4 of this section indicates the allocation of paperwork burden by the type of information collection requirement. Mandatory information collections -- collections for which penalties may be assessed against respondents for non-compliance (e.g., census and tax reporting) -- account for 71 percent of the Federal paperwork burden. These collections constituted 70 percent of the Federal total at the beginning of FY 1988, and represented just 57 percent of the total in FY 1985. Voluntary information collections not associated with government benefits or contracts remained at 6 percent of the total as of the beginning of FY 1989. The burden associated with paperwork requirements to obtain or retain a benefit, such as Medicare payments, government contracts, and program research grants, represent 23 percent of the Federal total, marking an insignificant decline from 24 percent in the previous fiscal year. Overall, the proportional representation of these information collection types in the Federal total remained essentially the same over the past fiscal year.

Most Burdensome Paperwork

As in the past, a few information collections that affect many U.S. citizens (e.g., tax requirements) or that are particularly burdensome per respondent (e.g., procurement requirements) constitute the majority of the paperwork burden imposed on the public: Over 50 percent of the total Federal paperwork burden can be attributed to just 20 information collections, and 44 percent can be attributed to just 10 information collections. (See Table 2.) Specific tax reporting requirements continue to be most conspicuous on this list. For example, the IRS Form 1040 and related schedules impose an annual burden in excess of 297 million hours (or 16.9 percent of total Federal paperwork burdens).

Figure 4
PERCENT OF REPORTING BURDEN
BY TYPE OF RESPONSE
(as of October 1, 1988)

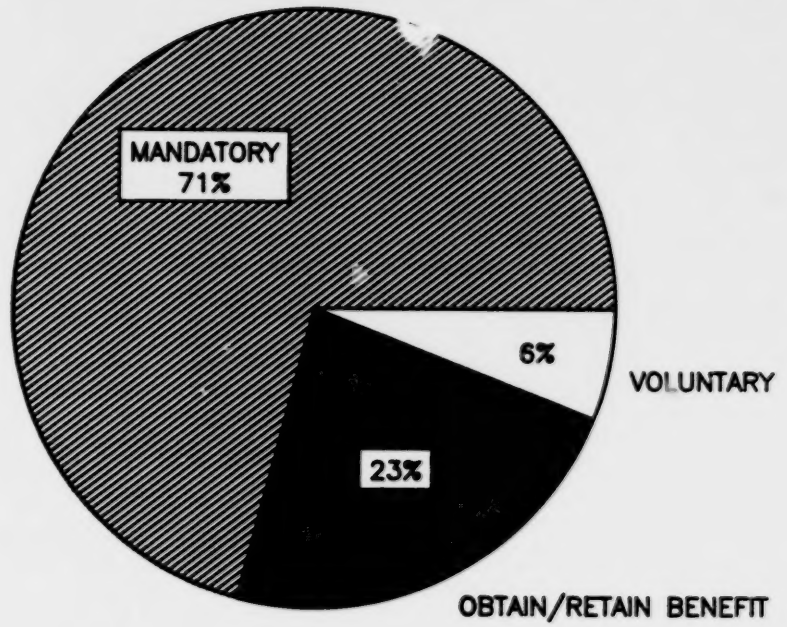


Table 2

Twenty Most Burdensome Paperwork
Requirements in the Federal Government
(in descending order)

Title	Sponsor Department/ Agency	Respondent Burden in Millions of Hours	Percent of Total Burden	Cumulative Burden as Percent of Total
1. Individual Income Tax Return and Related Schedules (1040)	Treasury	297.0	16.9%	16.9%
2. Acquisition Management Systems and Data Requirements	Defense	158.6	9.0%	25.9%
3. Information Collection in Support of DoD Acquisition	Defense	88.4	5.0%	30.9%
4. Hazard Communication Standard	Labor	54.2	3.1%	34.0%
5. Travel, Entertainment and Gift Expenses	Treasury	50.4	2.9%	36.9%
6. Additional Records Under Federal Insurance Contribution Act	Treasury	30.3	1.7%	38.6%
7. U.S. Corporate Income Tax Return	Treasury	29.5	1.7%	40.3%
8. Nutrition School Lunch Program Reporting	Agriculture	22.5	1.3%	41.6%
9. U.S. Individual Income Tax Return (1040A)	Treasury	21.7	1.2%	42.8%
10. Guaranteed Student Loan Program	Education	21.1	1.2%	44.0%
11. Regulation Z: Truth in Lending	FTC	19.0	1.1%	45.1%
12. Statement of Interest Income	Treasury	18.9	1.1%	46.2%

13. Office of Federal Contract Compliance Program Recordkeeping and Reporting Requirements	Labor	18.2	1.0%	47.2%
14. U.S. Partnership Income Tax Return	Treasury	17.9	1.0%	48.2%
15. Passive Activity Loss Limitations	Treasury	17.8	1.0%	49.2%
16. Employer's Quarterly Tax Return	Treasury	17.6	1.0%	50.2%
17. Model Food Stamp Forms	Agriculture	17.2	1.0%	51.2%
18. Employment Eligibility Verification	Justice	16.5	0.9%	52.1%
19. Form 10-K: Annual Report under the 1934 Securities Act	SEC	16.1	0.9%	53.0%
20. Textile Act Requirements	FTC	15.5	0.9%	53.9%

The list of the 20 most burdensome information collections contains several collections not on last year's list and one notable deletion from that list. The largest collection to make its first appearance among the Federal government's 20 most burdensome is the Department of Labor's Hazard Communication Standard, which imposes 54 million hours of burden and is the fourth largest information collection imposed on the public by the Federal government. Other additions to this year's list are the Federal Trade Commission's Truth in Lending (Regulation Z) requirement (19 million hours), the Securities and Exchange Commission's Form 10-K (16.1 million hours), and the Federal Trade Commission's Textile Act requirements (15.5 million hours). One important deletion from this list is the W-2/W-3 information collection burden, which is administered by the Departments of Health and Human Services and the Treasury. This burden has now been included under the "government-wide" form category and has been deleted from this list, since this listing excludes the burdens associated with "government-wide" forms and "standard forms." If it had been included in Table 2, it would be listed as the third most burdensome information collection with a burden of 89.5 million hours. In addition, one other "government-wide" form omission from this list requires mention. The Medicare Common Claims form, which is administered by the Department of Health and Human Services and was categorized in FY 1987 as a "government-wide" form, has a burden of 58.6 million hours and would be the fourth most burdensome Federal requirement if it were included in the listing.

Paperwork Reduction Goals in FY 1989

For each agency included in the ICB, Table 3 lists its FY 1988 base, the expected reduction from that base, the proposed new collections, and the net change in respondent burden hours. (The last three categories show the hour and percent change, respectively.) In FY 1989, the Federal government plans "reductions from the base" of 51.8 million hours, equaling a 2.9 percent decrease in those requirements. In addition, "new collections" of 38.5 million hours are expected to be implemented in FY 1989, partially offsetting the reductions from base⁸ and leading to a net reduction of 13.3 million hours.

In FY 1989, as in FY 1988, the implementation of large, statutorily-mandated requirements, over which the executive branch has little control, will affect significantly the Federal government's paperwork reduction estimates. These major statutory requirements, all being implemented by the Environmental Protection Agency, are expected to add 28 million hours to existing requirements (or the EPA's "reductions from base" estimate in Table 3) and entirely new collections of 17.2 million hours (shown in the EPA's "new collections" estimate in Table 3).

⁷ In reviewing Table 3, refer to the explanation in the preceding section of the categories of data presented in Table 1: The categories of data presented in both tables are essentially the same.

⁸ In Table 3, the burden shown for the Census Bureau represents those large, infrequently-collected paperwork requirements such as the "Agricultural" and "Economic" censuses. In the past, these Census collections have been shown as program change increases during the year in which they occur and program change decreases in the year following the completion of the collections for the Department of Commerce. Since these collections often represent a large portion of the Department of Commerce's burden during the year in which they occur, it has been difficult to gauge the Department's expected progress in reducing its other paperwork requirements, and, hence, these large Census collections are presented separately.

⁹ The statutes causing these increases in paperwork burden are: the Superfund Amendments and Reauthorization Act, Safe Drinking Water Act, and the Hazardous and Solid Waste Amendments.

TABLE 3. ALLOWANCES FOR FY 1989 (in thousands of respondent hours)

	REDUCTION FROM BASE			FY 1989 NEW COLLECTIONS		FY 1988-FY 1989 NET CHANGE	
	FY 1988 BASE	PROGRAM CHANGE	PERCENT CHANGE	PROGRAM CHANGE	PERCENT CHANGE	PROGRAM CHANGE	PERCENT CHANGE
GOVERNMENT							
TOTAL	1,760,824	(51,771)	(2.94)%	38,499	2.19 %	(13,272)	(0.75)
DEPARTMENTS:							
AGRICULTURE	70,233	(1,252)	(1.78)	26	0.04	(1,226)	(1.75)
COMMERCE	4,518	(805)	(17.82)	323	7.15	(482)	(10.67)
CENSUS	5,101	(2,806)	(55.01)	1,591	31.19	(1,215)	(23.82)
DEFENSE	263,169	(13,227)	(5.03)	37	0.01	(13,190)	(5.01)
EDUCATION	36,840	(452)	(1.23)	452	1.23	0	0.00
ENERGY	9,121	(365)	(4.00)	7	0.08	(358)	(3.93)
HHS	69,208	(1,701)	(2.46)	1,192	1.72	(509)	(0.74)
HUD	17,260	(1,593)	(9.23)	40	0.23	(1,553)	(9.00)
INTERIOR	6,418	(11)	(0.17)	6	0.09	(5)	(0.08)
JUSTICE	21,819	465	2.13	2,343	10.74	2,808	12.87
LABOR	129,165	(29,370)	(22.74)	1,389	1.08	(27,981)	(21.66)
STATE	1,865	(29)	(1.55)	0	0.00	(29)	(1.55)
TRANSPORTATION	87,858	(8,135)	(9.26)	9,422	10.72	1,287	1.46
TREASURY	764,358	(8,892)	(1.16)	1,174	0.15	(7,718)	(1.01)
AGENCIES:							
CFTC	987	10	1.01	0	0.00	10	1.01
CPSC	319	1	0.31	3	0.94	4	1.25
EPA	69,174	22,423	32.42	19,300	27.90	41,723	60.32
EEOC	2,634	(317)	(12.03)	0	0.00	(317)	(12.03)
FCC	11,952	(128)	(1.07)	198	1.66	70	0.59
FDIC	4,223	(30)	(0.71)	10	0.24	(20)	(0.47)
FEMA	725	(47)	(6.48)	7	0.97	(40)	(5.52)
FERC	3,734	(314)	(8.41)	25	0.67	(289)	(7.74)
FNHBB	1,957	0	0.00	38	1.94	38	1.94
FMC	403	(2)	(0.50)	4	0.99	2	0.50
FRB	7,147	(966)	(13.52)	49	0.69	(917)	(12.83)
FTC	65,564	(1,000)	(1.53)	5	0.01	(995)	(1.52)
GSA	404	(2)	(0.50)	150	37.13	148	36.63
ICC	699	(103)	(14.74)	16	2.29	(87)	(12.45)
NASA	12,807	(677)	(5.29)	2	0.02	(675)	(5.27)
NCLIA	5,646	(2)	(0.04)	0	0.00	(2)	(0.04)
NEA	383	(18)	(4.70)	0	0.00	(18)	(4.70)
NEH	456	(23)	(5.04)	0	0.00	(23)	(5.04)
NSF	5,239	(45)	(0.86)	31	0.59	(14)	(0.27)
NRC	5,534	(66)	(1.19)	250	4.52	184	3.32
OPW	1,603	(9)	(0.56)	250	15.60	241	15.03
SEC	63,306	(1,925)	(3.04)	10	0.02	(1,915)	(3.02)
SBA	2,422	(320)	(13.21)	111	4.58	(209)	(8.63)
VA	6,573	(38)	(0.58)	38	0.58	0	0.00

Hence, in the absence of these major statutory requirements, the Federal government would expect an increase in its "reductions from base" estimate for FY 1989 of 28 million hours (equaling "reductions from the base" of approximately 80 million hours and falling just half of 1 percent, or 8 million hours, short of the statutory reduction goal of 88 million hours). Additionally, excluding the 17.2 million hours of statutorily-mandated new collections from the "new collections" estimate shown in Table 3 would decrease that estimate to 21.3 million hours.

To indicate the impact of statutorily-mandated and court-ordered requirements on the executive branch's ability to reduce the "base" during FY 1989, we include Table 4 below. This table presents an estimate of the expected FY 1989 base (i.e., the total burden that will be imposed on the public at the end of FY 1989). This table is based directly on the data presented in Table 3 and the above discussion of court-ordered and statutorily-mandated requirements to be implemented in FY 1989. Table 4 first indicates the FY 1988 base; then the FY 1989 "Reduction to Base" and "New Collections" estimates are added to the FY 1988 base to derive the "Estimated FY 1989 Base." Table 4 shows that the estimated FY 1989 base is 13 million hours (or 0.8 percent) less than the FY 1988 base. (Note that this 13 million hour reduction estimate is the same as the "net reduction" estimate shown in Table 3.) Finally, the 45 million hours of statutorily-mandated requirements, over which the executive branch has little control, are subtracted from the estimated FY 1989 base to provide an indication of the total paperwork burden that would be imposed at the end of FY 1989 in the absence of these requirements. This datum, the "Expected FY 1989 Base Excluding Major Statutory and Court-Ordered Requirements," indicates that the FY 1988 base would have been decreased by 58.5 million hours (or 3.3 percent) in FY 1989 in the absence of the statutorily-mandated requirements, and hence the expected paperwork burden as of the end of FY 1989 would have been 1702.3 million hours.

Table 4

The Estimated FY 1989 Base
(in millions of hours)

	Changes in FY 1989 to the FY 1988 Base	Percent Change
FY 1988 Base	1760.8	----
Reduction From Base	-51.8	-2.9
New Collections	+38.5	+2.2
Estimated FY 1989 Base	1747.5	-0.7
Major Statutory and Court-Ordered Requirements in FY 1989	-45.2	-2.6
Expected FY 1989 Base Excluding Major Statutory and Court- Ordered Requirements	1702.3	-3.3

Major Paperwork Reductions for FY 1989

Most major paperwork reductions anticipated for FY 1989 will be achieved through changes in the recordkeeping and reporting requirements in statutes and regulations. Many of these reductions will be accomplished as a consequence of initiatives proposed during earlier iterations of the ICB process and announced in prior editions of the ICB report and the Regulatory Program of the United States Government as significant paperwork and regulatory initiatives. Some of the most significant paperwork reductions anticipated during FY 1989 include:

Department of Defense

The Department of Defense projects a net reduction in its data needs under the Acquisition Management System and Data Requirements Control List (AMSDDL) of approximately 15 million hours. As the result of the review and streamlining of the AMSDDL data requirements, the Department anticipates a reduction of 26 million hours in this paperwork burden. However, this reduction will be partially offset by an 11 million hour increase in the AMSDDL's burden resulting from the inclusion of requirements not previously accounted for in the current AMSDDL burden estimate.

Department of Health and Human Services

The Department of Health and Human Services will introduce legislation during FY 1989 to eliminate a monthly reporting requirement under the Aid to Families with Dependent Children program. Currently, States must report to the Federal government each month on recipient households' income, resources, family composition, and circumstances. The elimination of this monthly reporting requirement will lead to a 734,000 hour reduction in paperwork burden.

In addition, the Department's Food and Drug Administration (FDA) will initiate a revision in its recordkeeping requirements for electronic products. The FDA will reduce burden by exempting non-ionizing electronic products from the current requirement that information be maintained for five years to allow the tracing of specific products. This exemption will result in a 400,000 hour burden decrease.

Department of Labor

The Department of Labor's Occupational Safety and Health Administration expects the burden associated with its Hazard Communication Standard to decrease by 19.4 million hours in FY 1989. This decrease will result from the completion by the Department of a compliance assistance package that should reduce the time needed by the public to prepare site-specific workplace programs. After this reduction, the annual compliance burden for the HCS will be approximately 35 million hours.

The Department's Mine Safety and Health Administration will complete a rulemaking during FY 1989 to reduce the requirements associated with ventilation systems in underground coal mines by approximately 5.7 million hours. This reduction will result from the replacement of unnecessary recordkeeping requirements with certification requirements that will decrease paperwork without diminishing safety.

Environmental Protection Agency

The Environmental Protection Agency will experience a 650,000 hour reduction in burden for the Notification Requirement for Oil and Hazardous Substances Spills. This reduction will result from the completion of the one-time reporting requirements contained in sections 302 through 304 of the Superfund Amendments and Reauthorization Act.

Equal Employment Opportunity Commission

The paperwork burden imposed by the Equal Employment Opportunity Commission will decrease in FY 1989 as the result of the completion of a biennial survey, the Elementary-Secondary Staff Information Report. This survey, which resulted in a significant increase in the Commission's paperwork burden in FY 1988, will lessen the Commission's paperwork requirements in FY 1989 by approximately 310,000 hours.

Major Paperwork Increases for FY 1989

Increases in information collection requirements by agencies in FY 1989 will only be permitted when agencies can demonstrate clearly that the increased paperwork requirements, to existing collections or through new collections, possess practical utility (i.e., necessity and usefulness) and that the format, scope, and timing of the collections represent the least burdensome approach, or that the increase in paperwork requires the minimal amount of information needed to carry out statutory requirements. A number of major new collections will be undertaken in FY 1989. For example:

Department of Education

The Department of Education will implement a new paperwork requirement in FY 1989 that will require colleges, universities, and vocational schools to provide an annual notification to students of the amount of Title IV assistance that each has received. This new paperwork requirement is mandated by Section 483(f) of the Higher Education Act, and will add a paperwork burden of 310,000 hours.

Department of Health and Human Services

The Department of Health and Human Services' new collections estimate for FY 1989 will show a 500,000 hour increase resulting from the inclusion in its burden of a "bootleg" collection. This collection, the Request for Statement of Earnings-Test and Evaluation, had been approved by the Office of Management and Budget (OMB) for a limited field test and evaluation with a burden of 1,000 hours through January 1988. Subsequent to the limited approval of this information collection, the Department significantly expanded this collection's scope and has been imposing this expanded collection on the public since that time. At OMB's request, the Department has submitted a new clearance request to OMB that reflects fully the scope and corresponding burden of this information collection. Approval of the expanded information collection by OMB would result in a 500,000 hour increase in the Department's base in FY 1989.

Department of Labor

Two rulemakings in FY 1989 will increase by approximately 2.6 million hours the paperwork burden imposed on the public by the Department of Labor. The Department's Occupational Safety and Health Administration will implement practices and procedures to prevent energy-related injuries and fatalities in the workplace ("Control of Hazardous Energy Sources"), resulting in a paperwork burden of 2 million hours. In addition, the Department will issue a regulation under the Employee Retirement Income Security Act to allow the making of certain loans by retirement plans to individuals who are participants in and beneficiaries of such plans. This regulation will add 600,000 hours of new paperwork burden.

Environmental Protection Agency

Two major increases in paperwork burden that the Environmental Protection Agency expects to implement in FY 1989 result from the expanded coverage of statutory requirements under the Superfund Amendments and Reauthorization Act (SARA) and the Safe Drinking Water Act Amendments. Almost 1 million additional facilities will be brought under the chemical inventory requirements of Sections 311 and 312 of SARA, resulting from the Department of Labor's expansion of the Hazard Communication Standard to nonmanufacturing facilities. This will add 28 million hours of paperwork burden.

In FY 1989, the agency will also finalize several major rulemakings issued pursuant to requirements in the Safe Drinking Water Act Amendments. These rulemakings include the Surface Water Treatment and Coliform Regulations, the Lead and Copper Primary Drinking Water Regulations, and the State Primary Regulation. The new monitoring and reporting requirements contained in these rules will add 9 million hours of paperwork burden.

Office of Personnel Management

The Office of Personnel Management will conduct one major new information collection in FY 1989. This information collection, Certification of Eligibility to Receive the Federal Employees Health Benefits Program (FEHBP) Rebate, is made necessary by a requirement in the Medicare Catastrophic Coverage Act, which allows Federal annuitants to receive premium rebates for Medicare benefits duplicated by the FEHBP. This collection will impose a burden of 250,000 hours in FY 1989 and a burden of 40,000 hours in subsequent years.

SECTION III: THE INFORMATION COLLECTION BUDGET BY AGENCY

This section presents detailed information on the paperwork reductions planned by each agency included in the ICB process. The following descriptions present each agency's paperwork budget "account" and identify the specific reductions planned by each agency in FY 1989 and the specific program areas that each agency will review for additional reductions in fiscal years 1989 and 1990.

U.S. DEPARTMENT OF AGRICULTURE

FY 1988 Adjusted Base	70,233,231
Reductions from Base	-1,252,378
New Collections	+25,541

Specific Reductions and Increases in Paperwork Burden
Anticipated for FY 1989 and Their Relationship to the
President's Programs

The Department plans several paperwork increases and decreases in FY 1989. A burden decrease of 952,000 hours is projected in response to new rules implementing parts of the Omnibus Budget Reconciliation Act of 1986. The new rules will eliminate the requirement that State agencies in the Food Stamp Program use information obtained through the Income and Eligibility Verification System to verify the eligibility of all benefit recipients.

The Agricultural Stabilization and Conservation Service (ASCS) will increase the farm operating plan for payment limitation review by nearly 2,248,000 hours. The increase results from amendments to the Food Security Act of 1985. However, automation of county ASCS offices will reduce the burden of reporting farm/crop data by 600,000 hours.

The Farmers Home Administration (FmHA) will reduce burden by 800,000 hours in the Multiple Family Housing Program. Borrowers will no longer be required to maintain FmHA approved bookkeeping systems.

In response to increased demands for inspection services, the Food Safety and Inspection Service will introduce a new system known as the "Streamlined Inspection System," resulting in an additional 195,000 hours of burden.

Specific Program Areas the Department will Review to
Reduce Unnecessary Recordkeeping and Reporting
Requirements

The Department will review three program areas for obtaining additional burden reductions: the Food Stamp Program's Quality Control System, the Meat and Poultry Inspections Program, and the Grain Standards Act regulations.

DEPARTMENT OF COMMERCE

Commerce Department (excluding Periodic Censuses)

FY 1988 Adjusted Base	4,517,547
Reductions from Base	-805,219
New Collections	+323,002

Census Bureau: Periodic Censuses

FY 1988 Adjusted Base	5,100,749
Reductions from Base	-2,805,749
New Collections	+1,591,120

Specific Reductions and Increases in Paperwork Burden
Anticipated for FY 1989 and Their Relationship to the
President's Programs

The Department will accomplish paperwork burden reduction through the following measures: (1) the Bureau of Economic Analysis will not conduct the Benchmark Survey of Foreign Direct Investment in the United States in FY 1989 and will, through previously-raised exemption levels, reduce burden in the Industry Classification Questionnaire; (2) the Patent and Trademark Office will reduce burden in the Patent Processing procedure through the revision and simplification of several forms; and (3) the Census Bureau will reduce burden by continuing to promote the use of automated reporting from exporters in the Shipper's Export Declaration reporting process and by phasing out the Economic Censuses and the Census of Agriculture.

Major increases proposed by the Department for FY 1989 include: (1) the Bureau of Economic Analysis will conduct a new survey of Selected Services Transactions with Unaffiliated Foreign Persons; (2) the Patent and Trademark Office has new rules for disclosing information relating to requested patents; and (3) the Census Bureau will conduct a series of pretests and other surveys relating to the 1990 Census of Population and Housing.

Specific Program Areas the Department will Review to Reduce Unnecessary Recordkeeping and Reporting Requirements

The Department will review several program areas for future reductions. The Bureau of Economic Analysis will study the possibility of increasing the exemption level to reduce the burden of the Annual Survey of Foreign Direct Investment in the United States. The Census Bureau will review follow-on surveys to the 1990 Decennial Census to determine if they can be reduced in size or eliminated entirely; it will also review the Current Population Survey and the Survey of Income and Program participation to eliminate unwarranted duplication. The Minority Business Development Administration will review the Business Development Report. Finally, the Bureau of Export Administration will review the Omnibus Trade and Competitiveness Act to determine the paperwork impact on the Export Administration Act and other statutes relevant to the Department.

DEPARTMENT OF DEFENSE

FY 1988 Adjusted Base	263,168,863
Reductions from Base	-13,226,718
New Collections	37,113

Specific Reductions and Increases in Paperwork Burden Anticipated for FY 1989 and Their Relationship to the President's Programs

For FY 1988, the most significant reduction in the Department's paperwork burden will be in the area of technical data obtained under contract. It is anticipated that a net program change of over 15 million hours will occur in the time required to prepare technical manuals, drawings, and related deliverables in response to procurement actions. This reduction is based on the continuing review and streamlining of deliverables to remove unnecessary requirements. The overall burden for technical deliverables is a direct result of the President's program to obtain additional weapon systems in support of national security.

Information collections required to comply with legislation regarding the defense acquisition process will add over 2 million hours to the Department's paperwork burden during FY 1989. The added information is necessary to support the competitive weapon system acquisition process.

In other areas, the burden associated with the Application for Enlistment for the Armed Forces of the United States will be reduced by one-fourth, a reduction of over 88,000 hours. Several data collections will be deleted in FY 1989. These deletions will include: the Message Analysis Survey of Army Advertisements, the survey on Residual Effects of Military Experience on Low Aptitude Youth, the Armed Forces Vocational Aptitude Battery Counselor and Student Questionnaire, Services/Supplies Provided Civilian Hospitals, and the CHAMPUS Choice Screener Card.

Specific Program Areas the Department will Review to Reduce Unnecessary Recordkeeping and Reporting Requirements

The Department continues to conduct reviews of procurement paperwork, which comprises nearly 98 percent of its paperwork burden. Each year, the Department reviews approximately 50 percent of the Defense Acquisition Regulations and supplements. In FY 1989, the results of

public comment obtained through a Federal Register solicitation will be reviewed to reduce the paperwork associated with contract deliverables, such as technical manuals and documentation. In addition, automation will be further explored as a means of reducing the public data collection burden.

DEPARTMENT OF EDUCATION

FY 1988 Adjusted Base	36,840,000
Reductions from Base	-452,000
New Collections	+452,000

Specific Reductions and Increases in Paperwork Burden
Anticipated for FY 1989 and Their Relationship to the
President's Programs

The Department expects the paperwork burden associated with several of its information collections to increase in FY 1989. The most significant increase will result from the implementation of a new statutory requirement that students receiving Title IV assistance be notified at least once each year of the assistance they have received. This new requirement will add 310,000 hours of burden.

Specific Program Areas the Department will Review to
Reduce Unnecessary Recordkeeping and Reporting
Requirements

The Department will continue to review the Title IV Student Financial Assistance information collection activities, especially those associated with the Guaranteed Student Loan (GSL) program. Additionally, the Department has proposed legislation to amend sections 115(a) and 301(a) of the Carl D. Perkins Vocational Education Act to revise the application requirements for agencies and organizations seeking financial assistance under that Act. The proposed changes would eliminate prescriptive application requirements, and -- if enacted by the Congress -- would reduce the paperwork burden by 1.5 million hours.

DEPARTMENT OF ENERGY

FY 1988 Adjusted Base	9,121,035
Reductions from Base	-365,000
New Collections	+6,750

Specific Reductions and Increases in Paperwork Burden
Anticipated for FY 1989 and Their Relationship to the
President's Programs

The Department's existing information collections are divided into two general groups. The largest group consists of collections used to manage contracts and grants and to conduct procurement activities. The second group consists of the collections used principally by the Energy Information Administration (EIA) for energy information and statistical purposes.

In general, the Department's paperwork reduction efforts in the management and procurement areas represent a continuation of efforts begun in FY 1984. They are tied closely to the various Presidential and Departmental management improvement programs. The paperwork reduction efforts in FY 1989 will contribute significantly to this management improvement effort and should lessen paperwork burdens on respondents, particularly the government-owned, contractor-operated (GOCO) facilities and laboratories.

In addition, EIA will continue to review carefully all energy information collections by fuel programs. These reviews, along with public consultations during the review process, facilitate the streamlining of EIA's information needs. Reviews of the EIA's Coal, Electric Power, Nonresidential Buildings Energy Consumption, and Manufacturing Energy Consumption Surveys will focus on the development of more efficient data collections and the minimizing of respondent burden. The only new energy information collection that the Department anticipates will be Form EIA-867, Nonutility Electric Power Production Survey, which is designed to monitor the production of electric power by nonutilities.

Specific Program Areas the Department will Review to Reduce Unnecessary Recordkeeping and Reporting Requirements

Departmental management and procurement information collections will be reviewed in FY 1989 to achieve reductions where possible. Specific reviews will be conducted in the program areas imposing the largest paperwork burdens. The improvement of safety at the DOE test and research facilities and security throughout the Department are top management priorities. Changes in these major programs have the potential for increasing the paperwork burden on management and operations contractors. The Department will carefully monitor these program changes in order to minimize any new paperwork requirements.

The Department will continue to participate in the Federal Demonstration Project (FDP). The goal of the FDP is to eliminate unnecessary administrative burdens on research sponsored by the Department. As FDP enters a second phase, it will be expanded to include financial assistance recipients from throughout the United States, and will seek to streamline other aspects of the grant application and management process. In addition, the Department is internally circulating a proposed rule that will permit more of the Department's research grant programs to use the timesaving and paperwork reduction techniques developed during the FDP's first phase.

EIA will continue its review program for all EIA-sponsored information collections. The reviews focus on the possibilities for data consolidation or elimination and the potential for further burden reductions through the use of more efficient statistical methodologies and new information collection technologies. For example, EIA is currently using personal computer programs with built-in edits to collect data for two of its information collections, and has a pilot program to test the electronic transfer of data for some petroleum supply information collections. EIA plans to preprint static information for all coal forms and to allow respondents the optional use of automated survey input. EIA is also developing plans for the use of computer tapes, telephone, and other electronic media such as floppy disks for the submission of oil and gas reserves data.

DEPARTMENT OF HEALTH AND HUMAN SERVICES

FY 1988 Adjusted Base	69,208,000
Reductions from Base	-1,701,000
New Collections	1,192,000

Specific Reductions and Increases in Paperwork Burden
Anticipated for FY 1989 and Their Relationship to the
President's Programs

In FY 1989, the Department's Social Security Administration (SSA) expects to decrease the public reporting burden by over 700,000 hours through its new "enumeration at birth" process. Also, the Health Resources and Service Administration projects a reduction of 250,000 burden hours through revisions to the Uncompensated Services Assurance Reporting Requirements.

The Centers for Disease Control will increase its information collection requirements in FY 1989 as a result of support for the President's program to prevent and control AIDS. These increased information collection requirements will include surveys to determine the seroprevalence of HIV infection in the general population; to measure knowledge, attitudes, and behavior concerning AIDS; to measure laboratory testing performance; and to evaluate AIDS information and education programs.

Specific Program Areas the Department will Review to
Reduce Unnecessary Recordkeeping and Reporting
Requirements

The Department will review several areas to achieve reductions in paperwork burden. The SSA is in the process of implementing a modernized claims system, which should decrease the Title II program's information collections by at least 10 percent. The Health Care Financing Administration expects substantial burden reduction to result from its analyses of the Medicaid Management Information System requirements and the Long Term Care Regulations. The Food and Drug Administration is reviewing several paperwork burden reduction possibilities: Nutrition Labeling, Reporting and Recordkeeping Requirements for Low and Acidified Canned Food Processors and the Investigational New Drug Applications. Finally, the National Institutes of Health plan to review several requirements, including the Biomedical Research Support Grant Application, the Medical Library Resources Improvement Application and the Scientific and Technical Competency Form.

DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

FY 1988 Adjusted Base	17,259,854
Reductions from Base	-1,593,000
New Collections	+40,000

Specific Reductions and Increases in Paperwork Burden
Anticipated for FY 1989 and Their Relationship to the
President's Programs

In FY 1989, the Department will continue to reduce the burden associated with the certification and recertification of participants in housing assistance programs: The Department expects a decrease of 92,097 burden hours to result from the automation of several functions involved in the preparation and submission of tenant data. In addition, the Department is working with other Federal Agencies and the private sector to develop and implement a common mortgage credit application form. Agreement by all parties to use this new form will allow the Department to simplify its mortgage application process and eliminate as much as 752,387 hours of burden. These initiatives are consistent with the President's objective of closer cooperation between the Federal and private sectors, as well as the goal of reducing paperwork burden on the public. Finally, a revision in the regulatory requirements prescribing preferences in the provision of housing assistance to low-income families should reduce paperwork burdens by 545,974 hours.

Two regulatory actions by the Department will increase paperwork burdens: the implementation of the Single Person Occupancy Limitation Rule (adding 21,000 hours of burden) and implementation of the Restrictions on the Use of Assisted Housing by Aliens Rule (increasing paperwork burdens by 56,000 hours).

Specific Program Areas the Department will Review to
Reduce Unnecessary Recordkeeping and Reporting
Requirements

The Department's Office of Housing will continue its major review of the single family mortgage insurance program. This review continues an initiative begun several years ago to develop common forms for use in the single-family

mortgage industry. In 1987, the development of a common form, known as the Universal Residential Appraisal Report (URAR), permitted HUD to discontinue its own appraisal form for a considerable savings. Currently, the Department is working on developing a universal mortgage credit application form. This effort is moving into its final stage and is expected to be completed in April 1989. The final product of this initiative will be the development of a common mortgage credit analysis worksheet. Although a definite timetable has not been developed, work on the mortgage credit analysis worksheet is projected to begin in April 1989 and to be completed by July 1990.

DEPARTMENT OF THE INTERIOR

FY 1988 Adjusted Base	6,417,641
Reductions from Base	-10,881
New Collections	+5,583

Specific Reductions and Increases in Paperwork Burden Anticipated for FY 1989 and Their Relationship to the President's Programs

The Department's Bureau of Indian Affairs will revise the forms associated with the financial assistance and social services program. Finalization of streamlined application forms will result in a reduction of at least 36,000 hours. In addition, the National Park Service will review its requirements for the approval of State and local government historic preservation programs, resulting in reductions of approximately 3,000 hours.

The Office of Surface Mining and the Minerals Management Service will increase their information collection burdens by approximately 20,000 hours. These increases are needed to strengthen program integrity.

Specific Program Areas the Department will Review to Reduce Unnecessary Recordkeeping and Reporting Requirements

The Office of Surface Mining (OSMRE) has established a task force to review regulatory requirements for redundancies and to examine the possibility of reducing the burden placed on respondents by its ten most burdensome reporting requirements. The task force will examine the capacity of OSMRE to make sound permit approval decisions with less or different information than currently is required.

The Minerals Management Service (MMS) expects to reduce the burden associated with its Report of Sales and Royalty Remittance as a result of allowing automated responses. MMS will also continue to review its regulations on geological and geophysical data to identify possible reductions.

DEPARTMENT OF JUSTICE

FY 1988 Adjusted Base	21,818,788
Reductions from Base	+464,921
New Collections	+2,343,059

Specific Reductions and Increases in Paperwork Burden Anticipated for FY 1989 and Their Relationship to the President's Programs

The Immigration Reform and Control Act of 1986 and the Immigration and Nationality Act (INA), administered by the Department's Immigration and Naturalization Service (INS), will have a significant effect on paperwork burdens in FY 1989. The Visa Waiver Pilot Program (VWPP) which went into effect July 1, 1988 is one such requirement. This program will except nonvisitor immigrants from eight designated countries from the Nonimmigrant Visitor Visa requirements of the INA. However, the Consular Efficiency Bill, the Immigration Marriage Fraud Amendments, and the Special Agriculture Workers (SAW) Program will each contribute to an increase in burden in FY 1989, though the paperwork burdens associated with these programs may decrease in FY 1991.

Specific Program Areas the Department will Review to Reduce Unnecessary Recordkeeping and Reporting Requirements

The Drug Enforcement Administration is currently considering the use of electronic order forms by registrants for the purchase or sale of Schedule I and II controlled substances to decrease paperwork burdens. The INS will continue to review its "adjudication program," removing any obsolete forms or unnecessary data requirements and consolidating forms where practical. Additionally, the INS's Asylum Program is currently being reviewed, and any unnecessary reporting requirements under that Program will be eliminated.

DEPARTMENT OF LABOR

FY 1988 Adjusted Base	129,164,753
Reductions from Base	-29,370,000
New Collections	1,389,000

Specific Reductions and Increases in Paperwork Burden
Anticipated for FY 1989 and Their Relationship to the
President's Programs

The Department's Occupational Safety and Health Administration (OSHA) will reduce its Hazard Communication Standard (HCS) by 19.4 million hours. This reduction will be achieved through a program to assist employers in complying with the HCS. The Mine Safety and Health Administration will reduce its burden by 5,975,959 hours by replacing recordkeeping with certification requirements, requiring less frequent reporting intervals, and eliminating recordkeeping requirements. These reductions will be partially offset by the Department's promulgation of several proposed new rules and the addition of "short term exposure limits" (STELs) to the two existing asbestos standards.

Specific Program Areas the Department will Review to
Reduce Unnecessary Recordkeeping and Reporting
Requirements

Pursuant to the Pension Welfare Benefits Administration's (PWBA) request, the Employment Retirement Income Security Act (ERISA) Advisory Council has undertaken a comprehensive review of reporting and disclosure requirements under ERISA. Because ERISA specifically enumerates the content of certain disclosure documents, further reductions in burden must be accomplished through legislative enactment. The PWBA is conducting a review to determine what legislative proposals should be developed for reducing the ERISA's reporting and disclosure burdens on plan sponsors.

Other reviews are planned for the OSHA mechanical power press standard and the Office of Federal Contract Compliance Programs' (OFCCP) recordkeeping requirements. This latter review will focus on changes in OFCCP recordkeeping requirements -- such as changes in respondent coverage, thresholds of regulatory application, frequency of reporting, and policy changes.

DEPARTMENT OF STATE

FY 1988 Adjusted Base	1,865,344
Reductions from Base	-29,411
New Collections	0

Specific Reductions and Increases in Paperwork Burden Anticipated for FY 1989 and Their Relationship to the President's Programs

The burden associated with the Department's application for export licenses will increase by approximately 50 percent, resulting from a new statutory requirement. This new statutory requirement under the Foreign Relations Authorization Act of 1987 deals with the granting of export licenses to past violators of the Arms Export Control Act.

The introduction of the 10-year passport in 1983 continues to cause a steady reduction in the burden hours associated with applications for passports and services.

Specific Program Areas the Department will Review to Reduce Unnecessary Recordkeeping and Reporting Requirements

The Department's Bureau of Consular Affairs has undertaken a review of the immigrant and nonimmigrant visa application program and related forms. This review is expected to result in the revision of six forms, which could decrease the reporting burden on the public by approximately 48,000 hours.

DEPARTMENT OF TRANSPORTATION

FY 1988 Adjusted Base	87,857,578
Reductions from Base	-8,135,000
New Collections	+9,422,000

Specific Reductions and Increases in Paperwork Burden Anticipated for FY 1989 and Their Relationship to the President's Programs

In FY 1989, the Department is proposing a number of regulatory changes which will reduce existing paperwork burdens by approximately 9 percent. The proposed reductions are for programs such as Electronic Posting and Filing of Tariffs, National Bridge Inspection Standards, Automatic On-Board Recording Devices for the Driver's Record of Duty Status, and Waiving of Commercial Drivers License Requirements for Firefighters and Farmers.

However, recent legislative changes and regulatory proposals will offset these reductions in FY 1989. For example, the Federal Highway Administration is under a statutory requirement to establish a national knowledge and skills testing program for licensing commercial drivers, which will increase burdens by 2.1 million hours. In addition, the Research and Special Programs Administration plans a rulemaking concerning the awareness of and training for the handlers, shippers and drivers of hazardous materials. This rulemaking could involve an estimated 5 million hours of paperwork burden annually. The Department will also adopt mandatory drug testing for certain transportation workers to improve safety. With the increased emphasis on improving safety, it is unlikely that the Department will see a significant reduction in paperwork burden in the next few years.

Specific Program Areas the Department will Review to Reduce Unnecessary Recordkeeping and Reporting Requirements

The Department has made significant reductions in paperwork burdens in the past, and will continue to review its requirements for further reductions. The requirements to be reviewed in FY 1989 include: Boating Safety, Automated Documentation of Shipment and Discharge of

Seamen, Pipeline Safety, Hazardous Materials, Section 15 Reports, Automation of Flight Plans, Aviation Safety Analysis Systems, Hours of Service of Railroad Employees, Offshore Facility Financial Responsibility Certification Program, Ship Operating Assistance, Maritime Labor and Training, Cargo Preference, Motor Carrier Safety, and Time Records. If the Department determines that any of these requirements can be reduced or eliminated, it will institute rulemakings or proposed statutory changes as appropriate.

DEPARTMENT OF THE TREASURY

FY 1988 Adjusted Base	764,357,515
Reductions from Base	-8,892,480
New Collections	+1,174,094

Specific Reductions and Increases in Paperwork Burden
Anticipated for FY 1989 and Their Relationship to the
President's Programs

The Department's Internal Revenue Service (IRS) has begun an effort to rewrite tax form instructions to improve readability and to make them easier to understand. This year, the instructions for over 30 forms will be substantially or completely rewritten, including Forms 1040 and schedules, 1040A, 1040EZ, 2119, 4562, 4868, 5329, 5500, 8282, and 8283. Next year, the IRS will continue its efforts in this area by identifying additional forms for readability improvements.

The IRS is continuing to expand the use of electronic filing of income tax returns. For FY 1989, taxpayers in 36 states will be able to file electronically through participating tax return preparers. It is estimated that more than 4 million returns will be filed electronically in 1989 (compared with almost 600,000 in 1988). The IRS will be working to quantify any burden reduction associated with the expansion of electronic filing. It should be pointed out, however, that taxpayers will still be required to accumulate all the information for filing their return.

Specific Program Areas the Department will Review to
Reduce Unnecessary Recordkeeping and Reporting
Requirements

The Office of the Comptroller of the Currency (OCC) is considering the elimination of the Special Energy Call Report. This report, while still providing valuable information, may no longer be of critical importance to OCC's monitoring of bank involvement in the energy sector. OCC is evaluating the utility of the Special Energy Call Report and, if the report could be eliminated without serious harm to OCC's monitoring program, a burden reduction of 9,162 burden hours could be achieved in FY 1989.

COMMODITY FUTURES TRADING COMMISSION

FY 1988 Adjusted Base	987,033
Reductions from Base	+9,742
New Collections	0

Specific Reductions and Increases in Paperwork Burden Anticipated for FY 1989 and Their Relationship to the President's Programs

The Commission anticipates an increase of 10,304 hours in the burden associated with its information collection, "Regulations Pertaining to the Responsibilities of Contract Markets and Their Members." This burden increase will result from new rules in the area of exchanging futures for physicals (EFP).

The Commission also anticipates a reduction of 563 hours in the burden associated with its information collection, "Regulations and Forms Pertaining to the Financial Integrity of the Marketplace." This will result from the Commission's decision not to move forward with proposed rule 1.64.

Specific Program Areas the Agency will Review to Reduce Unnecessary Recordkeeping and Reporting Requirements

Consistent with the Commission's overall plan to review each of its information collections during the next three years to develop burden reduction possibilities, the Commission will review the following collections in FY 1989: (1) Regulations Permitting the Grant, Offer and Sale of Dealer Options, (2) Regulation of Domestic Exchange-Traded Options, (3) Compliance with Requirements for Designation as a Contract Market, (4) Practice by Former Members and Employees of the Commission, and (5) Gross Margining of Omnibus Accounts.

CONSUMER PRODUCT SAFETY COMMISSION

FY 1988 Adjusted Base	318,855
Reductions from Base	+538
New Collections	2,807

Specific Reductions and Increases in Paperwork Burden
Anticipated for FY 1988 and Their Relationship to the
President's Programs

New surveys planned by the Commission for FY 1989 are associated with several of its compliance programs. These surveys will assess conformance with mandatory standards for fireworks, children's sleepwear, and small parts in children's toys. The Commission may also conduct surveys in FY 1989 regarding the use of certain consumer products that cause a large number of severe injuries or deaths.

Specific Program Areas the Agency will Review to Reduce
Unnecessary Recordkeeping and Reporting Requirements

The Commission has been unable to identify additional reductions in the burden imposed by its standards and regulations. The Commission will, however, continue its efforts to identify unnecessary reporting or recordkeeping requirements imposed by existing standards or rules.

ENVIRONMENTAL PROTECTION AGENCY

FY 1988 Adjusted Base	69,174,000
Reductions from Base	+22,423,000
New Collections	+19,300,000

Specific Reductions and Increases in Paperwork Burden Anticipated for FY 1989 and Their Relationship to the President's Programs

During FY 1989, the Agency's Air, Pesticides and Toxics programs will remain stable, with some modest reductions in a few areas. Because of increased statutory responsibilities, the Agency will also increase paperwork burden in several areas. Most notably, under the Superfund Amendments Reauthorization Act (SARA), the expansion of the Occupational Safety and Health Administration's Hazard Communication Standard to nonmanufacturing facilities will add nearly 28 million hours of burden -- bringing nearly a million additional facilities under the reporting requirements of SARA Sections 311 and 312. There is also a significant increase under the Safe Drinking Water Act (SDWA): new monitoring and reporting requirements for public water systems will add nearly 9 million hours. Finally, first-year implementation of the recordkeeping requirements in the new Underground Storage Tank program will add more than 8.2 million hours.

Specific Program Areas the Agency will Review to Reduce Unnecessary Recordkeeping and Reporting Requirements

To reduce both the burden and cost of its information collections, Environmental Protection Agency is continuing efforts to move from paper forms to the electronic collection of information. As a major first step, the SARA Section 313 program has published standards and instructions for submitting these data electronically. The Agency will broaden this initiative during FY 1989, and will also continue work on developing electronic forms that use "expert systems" technology. The Agency is also approaching the problem of burden indirectly, by taking steps to enhance the utility of the information that it collects. Foremost among the agency's efforts is a quality assurance and control program for the SARA Section 313 database that will begin in FY 1989. The Agency will also continue its efforts to improve the accessibility of chemical databases and to reduce the likelihood of duplicative information collections.

EQUAL EMPLOYMENT OPPORTUNITY COMMISSION

FY 1988 Adjusted Base	2,634,000
Reductions from Base	-317,000
New Collections	0

Specific Reductions and Increases in Paperwork Burden
Anticipated for FY 1989 and Their Relationship to the
President's Programs

The Commission's paperwork burden will decrease by over 300,000 hours in FY 1989 as a biennial survey to obtain employment data from public and secondary school districts is completed.

Specific Program Areas the Agency will Review to Reduce
Unnecessary Recordkeeping and Reporting Requirements

During FY 1989, the Commission plans to evaluate the reporting requirements and data utilization of the EEO-1, Employer Information Report survey. Alternate means of reporting, such as expanded use of computer generated reports and submission of data on magnetic tapes will be considered. It is expected that this evaluation will be completed by the end of FY 1989.

Recordkeeping and other requirements associated with the Uniform Guidelines on Employee Selection Procedures remain under review. If any of these requirements can be reduced or eliminated, the Commission will institute rulemakings or proposed statutory changes as appropriate.

FEDERAL COMMUNICATIONS COMMISSION

FY 1988 Adjusted Base	11,952,000
Reductions from Base	-128,000
New Collections	+198,000

Specific Reductions and Increases in Paperwork Burden Anticipated for FY 1989 and Their Relationship to the President's Programs

The Commission will revise its Application for Private Land Mobile and General Mobile Radio services (Form FCC 574) to simplify questions concerning antenna height and structure. This revision is expected to result in a 68,000 hour burden reduction. The Commission's Common Carrier Bureau has proposed a change in its regulation of rates of dominant communications common carriers. This change would replace the current rate-of-return regulatory model with one that uses rate caps, resulting in a 60,000 hour burden reduction. In addition, the Office of Engineering and Technology plans to eliminate the requirement that an Application for Equipment Authorization (Form FCC 731) be filed to add trade names to a grant of authorization or to report a change in the manufacturing source of equipment. This would produce a burden reduction of 26,000 hours.

The Commission will impose notification and disclosure requirements on television stations, program distributors, and cable television systems as part of a revision of its syndicated programming exclusivity and network non-duplication rules. A burden hour increase of 137,500 hours is projected. The Common Carrier Bureau is proposing to require the filing of Mobile Services Division applications on microfiche to save space and provide speedier service to the public. This would increase paperwork burdens by 52,000 hours.

Specific Program Areas the Agency will Review to Reduce Unnecessary Recordkeeping and Reporting Requirements

The Commission will continue previously announced program reviews to reduce the paperwork burden of its equipment authorization procedures. In FY 1989, the Commission will initiate or conclude rulemakings to relax authorization requirements for videocassette recorders, the receiver portion of CB transceivers, high power broadcast transmitters and phase monitors, point-to-point microwave transmitters, FM translators, and FM broadcast boosters. These rulemakings, which should reduce paperwork burdens, should be completed in FY 1990.

FEDERAL DEPOSIT INSURANCE CORPORATION

FY 1988 Adjusted Base	4,223,110
Reductions from Base	-30,041
New Collections	+10,000

Specific Reductions and Increases in Paperwork Burden
Anticipated for FY 1989 and Their Relationship to the
President's Programs

In FY 1989, the Federal Deposit Insurance Corporation (FDIC) expects to reduce the burden associated with several of its information collections. These reductions include: 26,218 hours by revising its regulations to raise the "low-activity" recordkeeping exemption; 10,000 hours by amending the agency's fair housing regulations to delete home improvement, maintenance and repair loans from existing home-loan recordkeeping requirements; and 30,450 hours in burden to be eliminated for banks that have completed the initial preparation of procedures for monitoring compliance with the Bank Secrecy Act.

Burden increases in existing collections of 38,117 hours are expected in FY 1989. The most significant increase will be the addition of 36,349 reporting hours to the Consolidated Reports of Condition and Income (Call Report).

Efforts will be made to achieve additional reductions through coordination with the Board of Governors of the Federal Reserve System on regulations common to all of the bank regulatory agencies. The Truth in Lending Act ("Regulation Z") and the Electronic Funds Transfer Act ("Regulation E") will be reviewed for possible paperwork reductions; however, the agency will ensure that any revisions to these requirements would not diminish the necessary protections afforded the public under these regulations.

Specific Program Areas the Agency will Review to Reduce
Unnecessary Recordkeeping and Reporting Requirements

The FDIC will conduct specific reviews of the Call Report Program, and will try to obtain additional reductions in reporting burden by introducing more materiality tests for

reporting certain existing schedules or items, by changing the reporting frequency for certain schedules or items, and by eliminating any items that have proven to be of low importance to users of Call Report data. A review will also be conducted of recordkeeping requirements for securities transactions performed by FDIC-supervised banks for their customers. Finally, the FDIC will coordinate action with the Board of Governors of the Federal Reserve Board in the review of regulations common to all the bank regulatory agencies.

FEDERAL EMERGENCY MANAGEMENT AGENCY

FY 1988 Adjusted Base	724,883
Net Reductions from Base	-46,674
New Collections	+6,880

Specific Reductions and Increases in Paperwork Burden
Anticipated for FY 1989 and Their Relationship to the
President's Programs

During FY 1989, the Federal Emergency Management Agency anticipates a significant decrease in the Hazard Identification, Capability Assessment, and Multi-Year Development Plan (HICA/MYDP). This nationwide data base collects information on the hazards facing local governments; the ability of State and local governments to prepare for, plan, and deal with these hazards; and the resource requirements of State and local governments needed for improving capability. Since the initial submission of all data required for local jurisdictions has been accomplished, only updates of the data base are necessary, reducing paperwork burdens by 22,540 hours.

The National Flood Insurance Program (NFIP) will implement a Preferred Risk Program which will use a simplified application form. This application form will be simpler to rate than the regular NFIP application, and consequently will take only half the time required to complete a regular application. It is estimated that up to 30 percent of the new business applications received each year may be qualified to participate in the Preferred Risk Program.

New information collections proposed by the Agency will include onetime studies and evaluations to assist the Agency in monitoring public assistance projects and assessing the effectiveness of training materials.

Specific Program Areas the Agency will Review to Reduce
Unnecessary Recordkeeping and Reporting Requirements

In order to maintain adequate financial control over Federal funds, the National Flood Insurance Program (NFIP) requires each Write-Your-Own (WYO) company to submit a monthly financial report. During FY 1989, the Agency will

explore ways to reduce these reporting requirements, specifically focusing on the requirements for participating companies with small numbers of policies that have demonstrated successful compliance with the WYO arrangement.

The Office of Disaster Assistance Programs has been steadily developing a computer system which has automated many processes in disaster recovery operations. It is anticipated that the time involved in processing data for the Individual and Family Grant Program will be reduced as a result of further automation.

FEDERAL ENERGY REGULATORY COMMISSION

FY 1988 Adjusted Base	3,734,397
Reductions from Base	-314,079
New Collections	+25,000

Specific Reductions and Increases in Paperwork Burden
Anticipated for FY 1989 and Their Relationship to the
President's Programs

As a result of the diminished need for individual abandonment, filings and certificates of necessity and public convenience associated with the era of natural gas shortages, the Commission issued a final rule which will allow automatic abandonment and blanket authorization in certain circumstances, resulting in a reduction of about 1,800 hours.

The Commission revised the purchased gas adjustment (PGA) to ensure that purchased gas costs are reflected and recovered on a timely basis. Included in this revision was the automation of filing of revised tariff sheets. The revised PGA rule should reduce burdens by 20,000 hours, resulting from the standardization and computerization of filing requirements.

The Commission has aggressively pursued the automation of data collections in order to increase the efficiency and effectiveness of the collection, processing, and review of this information. The Commission has issued a Notice of Proposed Rulemaking requesting comments on an automated data collection system that would revise and replace several gas pipeline filing requirements. As proposed, the automated system is projected to decrease the reporting burden imposed on the public.

Specific Program Areas the Agency will Review to Reduce
Unnecessary Recordkeeping and Reporting Requirements

In FY 1989, the Commission will conduct a comprehensive review of its recordkeeping and reporting requirements in the oil, natural gas, and electric areas. This review will update the Commission's recordkeeping and reporting regulations and eliminate those requirements that changes in the law render obsolete. This review will also continue to explore the possibilities for the automation of data collection and processing, in order to consolidate data filings and increase the efficiency and effectiveness of data collection, processing, and review.

FEDERAL HOME LOAN BANK BOARD

FY 1988 Adjusted Base	1,956,979
Reductions from Base	0
New Collections	+38,400

Specific Reductions and Increases in Paperwork Burden Anticipated for FY 1989 and Their Relationship to the President's Programs

The Bank Board will continue to monitor its information collection requirements and, in particular, its financial data reporting system and general recordkeeping requirements, to reduce burden, where possible, on the thrift industry.

During FY 1989, the Bank Board will conduct a onetime survey of thrift investment in mortgage derivative instruments. The purpose of the survey is to identify existing and potential problems resulting from investments by thrift institutions in new capital market instruments. The survey results will be used in establishing national policy concerning thrift investment in these instruments and in the development of supervisory procedures.

An increase in paperwork burden may result from new regulations required under the Competitive Equality Banking Act (CEBA). These regulations are necessary because Congress has mandated that the Bank Board take the necessary measures to ensure the safety and soundness of the thrift industry and to protect the Federal Savings and Loan Insurance Corporation insurance fund.

Specific Program Areas the Agency will Review to Reduce Unnecessary Recordkeeping and Reporting Requirements

The Bank Board continues to review carefully its information collections to ensure that they impose the least possible burden, consistent with its regulatory responsibilities. A Thrift Industry Reports Committee is reviewing the Thrift Financial Report to determine the best approach for incorporating certain accounting procedures as required by the CEBA.

The Bank Board continues its expansion of computer-assisted techniques to reduce reporting costs, including the electronic submission of Thrift Financial Reports. Currently, 85 percent of the Thrift Financial Reports are transmitted electronically.

FEDERAL MARITIME COMMISSION

FY 1988 Adjusted Based	403,315
Reductions from Base	-2,000
New Collections	+4,000

Specific Reductions and Increases in Paperwork Burden
Anticipated for FY 1989 and Their Relationship to the
President's Programs

In FY 1989, the only major change in paperwork burden will be an increase resulting from the implementation of a shipping industry study required by the Shipping Act of 1984. This burden will be reduced in FY 1990, when the study is completed.

Specific Program Areas the Agency will Review to Reduce
Unnecessary Recordkeeping and Reporting Requirements

The Commission is reviewing its regulations and considering alternative methods of obtaining tariff data under 46 CFR 550 and 580. Its proposed automated tariff filing and information system should substantially decrease recordkeeping and reporting requirements after FY 1989.

BOARD OF GOVERNORS OF THE FEDERAL RESERVE SYSTEM

FY 1988 Adjusted Base	7,146,900
Reductions from Base	-966,166
New Collections	+48,832

Specific Reductions and Increases in Paperwork Burden
Anticipated for FY 1989 and Their Relationship to the
President's Programs

In FY 1989, the Federal Reserve plans to achieve a further burden reduction of about 20,000 hours in the deposits reports used for administration of Regulation D (Reserve Requirements of Depository Institutions) and for construction and analysis of the monetary and reserves aggregates. The Federal Reserve has also recommended statutory changes to the Congress that, if enacted, would reduce the recordkeeping and disclosure requirements of Regulation Z, Truth in Lending, by about 88,500 hours. In addition, a preliminary assessment indicates that the recordkeeping and disclosure burden associated with Regulation E, Electronic Fund Transfers, could be reduced by about 128,000 hours, to the extent permitted by statutory change.

The Federal Reserve incurred a 941,000-hour increase in reporting burden in FY 1988 upon adoption of Regulation CC to implement the requirements of the Expedited Funds Availability Act. Of this, however, 784,000 hours were for initial, one time disclosure requirements that will be eliminated in FY 1989.

Several new information collections are anticipated for FY 1989, totalling about 48,800 hours. Most of this increase, 33,300 hours, is for onetime surveys or for the first-year burden associated with amendments to the Home Mortgage Disclosure Act report.

Specific Program Areas the Agency will Review to Reduce
Unnecessary Recordkeeping and Reporting Requirements

The Federal Reserve will continue to reexamine periodically the need and burden of its paperwork requirements. About 30 of the Federal Reserve's 105 paperwork requirements are scheduled for review in FY 1989.

Also, the Federal Reserve is continuing its electronic data transmission initiatives. By June 1988, 71 state member banks were filing their Reports of Condition and Income electronically, and additional banks are expected to begin filing these Reports electronically in the future. The "Reductions from Base" figure shown above does not reflect the decreases in reporting burden that are expected to result from the increased use of electronic data transmission; such decreases will be incorporated as soon as more experience is gained. Nevertheless, the Federal Reserve believes that sizable reductions will be achieved.

FEDERAL TRADE COMMISSION

FY 1988 Adjusted Base	65,564,000
Reductions from Base	-1,000,000
New Collections	+5,000

Specific Reductions and Increases in Paperwork Burden Anticipated for FY 1989 and Their Relationship to the President's Programs

During FY 1989, the Commission will consider further amendments to its major statutory consumer disclosure requirements, the Textile, Wool, and Fur Labeling regulations. These amendments will seek to achieve the statutory goals at a reduced paperwork burden. The Commission will also conclude deliberations on amendments that would reduce the burden of the Games of Chance Rule (3084-0067) by one-third. Rulemaking proceedings to determine whether the Funeral Industry Practices Rule should be amended or terminated will be in progress during FY 1989. Consideration of amendments to the Premerger Notification Rules (3084-0005) that would exempt or otherwise provide special treatment for the acquisition of small percentages of an issuer's voting securities will be completed in FY 1989. The Commission will continue to look for ways to reduce the burden of this report within the statutory objectives of the program.

The allowance for new information collections in FY 1989 will support law enforcement monitoring activities subject to the Paperwork Reduction Act. The Commission's economic and regulatory impact analysis activities may also require some very limited information collection.

Specific Program Areas the Agency will Review to Reduce Unnecessary Recordkeeping and Reporting Requirements

Existing consumer protection rules involving disclosure or recordkeeping requirements will be reviewed for possible burden reduction possibilities. The Commission will also continue to review major consumer disclosure rules for burden reduction possibilities.

GENERAL SERVICES ADMINISTRATION

FY 1988 Adjusted Base	404,000
Reductions from Base	-2,000
New Collections	+150,000

Specific Reductions and Increases in Paperwork Anticipated for FY 1989 and Their Relationship to the President's Programs

During FY 1989, the Agency's Federal Supply Service plans to change the frequency of reporting for the Status Report of Orders and Shipments from semimonthly to monthly, resulting in a decrease of 1,944 burden hours. In addition, the Agency will be reviewing all of its information collections in an effort to achieve further cuts.

A new information collection proposed by the Office of Acquisition Policy will require contractors to provide information indicating that the materials conform to contract provisions when supplies are shipped. This information collection will add 150,000 hours of paperwork burden.

The agency's Administrator continues to support the President's paperwork reduction initiatives and will ensure that unnecessary paperwork requirements are not imposed on the public.

Specific Program Areas the Agency will Review to Reduce Unnecessary Recordkeeping and Reporting Requirements

The following information collections will be reviewed in FY 1989: Description of Property for Possible Leasing, Lessor's Annual Cost Statement, and Proposal to Lease Space.

INTERSTATE COMMERCE COMMISSION

FY 1988 Adjusted Base	699,129
Reductions from the Base	-103,234
New Collections	+16,015

Specific Reductions and Increases in Paperwork Burden Anticipated for FY 1989 and their Relationship to the President's Programs

The Commission has reconsidered the requests of petitioners that caused a "stay" of the March 31, 1987 decision to eliminate the Uniform System of Accounts (USOA) and revise the quarterly and annual reporting requirements for Class I and II common and contract carriers of property. The Commission has decided to continue the USOA because disclosures will be more reliable and uniform. The Commission also decided to reduce the annual and quarterly reports and make schedule 500 of the annual report form M an optional reporting requirement. However, carriers must complete schedule 400 (and schedule 400 HG, when applicable) if schedule 500 is not completed. Although these decisions will not reduce the reporting burden as much as had previously been anticipated, the reductions outlined above accord with the President's policy on paperwork reduction.

Specific Program Areas the Agency will Review To Reduce Unnecessary Recordkeeping and Reporting Requirements

During FY 1989, the Commission will review all reporting requirements for possible reductions.

NATIONAL AERONAUTICS AND SPACE ADMINISTRATION

FY 1988 Adjusted Base	12,807,000
Reductions from Base	-677,000
New Collections	+2,100

Specific Reductions and Increases in Paperwork Burden
Anticipated for FY 1989 and Their Relationship to the
President's Programs

During FY 1989, the National Aeronautics and Space Administration anticipates a major reduction in its procurement paperwork burden. This reduction will be achieved through the continued use of consolidated contracts. The use of such contracts will result in the reduction of solicitation and contract reporting burden on the private sector (including technical and other data submitted by prime contractors), and should decrease paperwork burdens by 677,000 hours.

Three new information collection requirements are anticipated for FY 1989. However, the burden that will result from these new requirements will be minimal, and will most likely be offset by other reductions expected in FY 1989. It is currently anticipated that there will be no increased information collection requirements imposed on the public for FY 1990 and FY 1991.

NATIONAL CREDIT UNION ADMINISTRATION

FY 1988 Adjusted Base	5,645,591
Reductions from Base	-1,776
New Collections	0

Specific Reductions and Increases in Paperwork Burden
Anticipated for FY 1989 and Their Relationship to the
President's Programs

In FY 1989, the Agency will reduce the information collection burden associated with a data sampling program by 1,700 hours. The Agency does not anticipate an increase in its information collection burdens.

Specific Program Areas the Agency will Review to Reduce
Unnecessary Recordkeeping and Reporting Requirements

The Agency has an ongoing policy of periodically reviewing its regulations. Information collections associated with these regulations are reviewed for need and potential burden reduction.

NATIONAL ENDOWMENT OF THE ARTS

FY 1988 Adjusted Base	383,385
Reductions from Base	-17,800
New Collections	0

Specific Reductions and Increases in Paperwork Burden
Anticipated for FY 1989 and Their Relationship to the
President's Programs

In FY 1989, the Endowment will review the Challenge II program to determine whether the program can be discontinued. Elimination of the program would result in a decrease of 15,000 burden hours.

Specific Program Areas the Agency will Review to Reduce
Unnecessary Recordkeeping and Reporting Requirements

The Endowment will continue its practice of guideline review by advisory panels and program officials in an effort to eliminate the collection of unnecessary or duplicative information.

NATIONAL ENDOWMENT FOR THE HUMANITIES

FY 1988 Adjusted Base	455,743
Reduction from Base	-23,263
New Collections	0

Specific Reductions and Increases in Paperwork Burden Anticipated for FY 1989 and Their Relationship to the President's Programs

In FY 1989, the Endowment will achieve a reduction in reporting burden by discontinuing use of the Financial Status Report for Individuals; streamlining the Payment Request Form for Individuals; setting a limit on the length of the narrative in applications to the Media, Museums, Libraries and Public Humanities Projects in the Division of General Programs, the Challenge Grant Program, and the Tools, Editions, Humanities, Science and Technology categories in the Research Division; and substituting a form that can be used in place of a narrative response in the State Programs Guidelines for Biennial Proposals and their Plan for Compliance. The Endowment will also experiment with ways of reducing the applicant and grantee reporting burden related to budgeting for and maintaining auditable records of cost sharing.

The Endowment is committed to continuing the review of its collections in an attempt to achieve up to a 5 percent reduction in paperwork burden in FY 1989.

Specific Program Areas the Agency will Review to Reduce Unnecessary Recordkeeping and Reporting Requirements

The Endowment will carefully review and simplify the recordkeeping requirements for the Challenge Grant Administrative Requirements. The standard budget form which is used by most programs will also be carefully reviewed. In addition, the program income reporting requirements for most Research, Education, and Museum Programs grants will be reduced from mandatory reporting of once per year during the grant (and for up to five years after the end of the grant period) to reporting only when income has been earned.

NATIONAL SCIENCE FOUNDATION

FY 1988 Adjusted Base	5,239,380
Reductions from Base	-45,000
New Collections	+31,000

Specific Reductions and Increases in Paperwork Burden Anticipated for FY 1989 and Their Relationship to the President's Programs

The Foundation has submitted a request to Congress, under the President's Competitiveness Bill, to amend Section 15(c) of the National Science Foundation Act of 1950. This revision would delete certain reporting requirements by scholarship or fellowship applicants under the Security Provisions of the Act. The proposed amendment is expected to reduce reporting requirements by approximately 12,000 burden hours annually.

Specific Program Areas the Agency will Review to Reduce Unnecessary Recordkeeping and Reporting Requirements

In FY 1989, the Foundation will conduct an Information Resources Management review of the Division of Science Resources Studies. Other than the burden associated with the submission and review of proposals, this Division is responsible for the majority of information collected by the agency. This review will identify potential reductions in paperwork burden.

U.S. NUCLEAR REGULATORY COMMISSION

FY 1988 Adjusted Base	5,534,259
Reductions From Base	-66,000
New Collections	+250,000

Specific Reductions and Increases in Paperwork Burden
Anticipated in FY 1989 and Their Relationship to the
President's Programs

During FY 1989, the Commission will discontinue NRC Form 1, "Personnel Security Questionnaire," (2,004 hours) and replace it with the required Standard Form 86, "Questionnaire for Sensitive Positions;" the "Medical License Occupational ALARA Programs" (800 hours); the Survey of Users of Devices Under General License (280 hours); and the Survey of State and Tribal Response Capabilities (71 hours).

Incorporating the latest American Society of Mechanical Engineers Boiler and Pressure Vessel Code (ASME Code) requirements for the periodic testing of metal containments in Nuclear Power Plants will increase the burden for 10 CFR 50.55a by 12,400 hours. Also, the burden associated with the requirements contained in Generic Letters and Bulletins will increase by 206,100 hours, as a corrective action causes licensees to retain records and submit reports.

Specific Program Areas the Agency will Review to Reduce
Unnecessary Recordkeeping and Reporting Requirements

The Commission is reviewing its most burdensome information collection requirements for possible burden reductions. Each collection will be evaluated to ensure that the required information is needed by the Commission, that the information being collected has practical utility, and that each requirement does not duplicate other information collection requirements. During the FY 1989 review, the Commission will evaluate ten regulations and two NRC forms -- encompassing 4 million hours of burden.

OFFICE OF PERSONNEL MANAGEMENT

FY 1988 Adjusted Base	1,602,696
Reduction from Base	-9,173
New Collections	+250,367

Specific Reductions and Increases in Paperwork Burden Anticipated in FY 1989 and Their Relationship to the President's Programs

The Agency has responsibility for administering the defined benefit segment of the Federal Employees Retirement Systems (FERS) Act of 1986. Although most information collections required by law and regulation for establishing the new system were cleared during FY 1987 and FY 1988, two new collections will be added during FY 1989: the Application to Make Service Credit Payment for Civilian Service and the Application for Deferred Annuity.

Also, on July 1, 1988, the President signed into law the Medicare Catastrophic Act of 1988, P.L. 100-360, which was effective January 1, 1989. This Act expands benefits provided under Medicare Parts A and B and increases the extent to which Medicare coverage duplicates coverage under the Federal Employees Health Benefits Program. Because of the overlap, Federal annuitants will be asked to complete the "Medicare Catastrophic Coverage Survey" to allow the agency to reduce premiums for individuals covered under both programs. This survey will add 250,000 burden hours in FY 1989 and a smaller burden thereafter.

Specific Program Areas the Agency Will Review to Reduce Unnecessary Recordkeeping and Reporting Requirements

The Agency will review all recordkeeping and information collections annually to identify any that may be modified or eliminated.

SECURITIES AND EXCHANGE COMMISSION

FY 1988 Adjusted Base	63,306,356
Reductions from Base	-1,925,161
New Collections	+9,898

Specific Reductions and Increases in Paperwork Burden
Anticipated for FY 1989 and Their Relationship to the
President's Programs

To address the Commission's concern about changes in international capital markets, it has proposed Regulation S to clarify the extraterritorial application of the registration provisions of the Securities Act of 1933. Proposed Regulation S would include safe harbors which rely significantly on the periodic reporting system of the Securities Exchange Act of 1934, and would reduce current paperwork burdens by 315,500 hours.

Specific Program Areas the Agency will Review to Reduce
Unnecessary Recordkeeping and Reporting Requirements

As a part of its efforts to eliminate unnecessary burdens on small entities, the Commission will consider exempting small investment advisers, under certain conditions, from the Investment Advisors Act's registration requirements. This exemption would reduce substantially the number of advisers complying with recordkeeping and several other regulatory requirements issued pursuant to the Investment Advisers Act, leading to a possible reduction of 301,000 burden hours.

SMALL BUSINESS ADMINISTRATION

FY 1988 Adjusted Base	2,422,470
Reductions from Base	-319,957
New Collections	+110,995

Specific Reductions and Increases in Paperwork Burden Anticipated for FY 1989 and their Relationship to the President's Programs

The Agency's Office of Civil Rights Compliance will discontinue use of its "Compliance Review Report"; it has found the information to be duplicative of information obtained through other sources. The Office of Financial Assistance is considering the submission of annual financial statements from most borrowers -- rather than the current monthly and quarterly statements. These actions will result in decreased paperwork burdens and costs to the government.

Specific Program Areas the Agency will Review to Reduce Unnecessary Recordkeeping and Reporting Requirements

The agency will continue to review all information collections for possible burden reductions. This review will continue to focus on improving methods of collection and reducing the amount and frequency of information required from small businesses. A specific area targeted for future reduction is the Minority Small Business 8(A) program, which may be able to reduce three collections currently in use. Further reductions will also be targeted for the Offices of Business Development and the Financial Assistance.

VETERANS ADMINISTRATION

FY 1988 Adjusted Base	6,572,573
Reductions from Base	-38,090
New Collections	+38,000

Specific Reductions and Increases in Paperwork Burden Anticipated in FY 1989 and Their Relationship to the President's Programs

Completion of the Agency's National Vietnam Veterans Readjustment Study will provide a 16,535 hour reduction in paperwork burdens. New collections in FY 1989 will include comprehensive health care and medical research studies and evaluations. These studies will address female veterans, dental care, selected cancers, patient satisfaction, vocational rehabilitation, medical research, and the role of religious conviction in the healing process.

Specific Program Areas the Agency will Review to Reduce Unnecessary Recordkeeping and Reporting Requirements

Major information collections will be reviewed periodically to identify unnecessary reporting and recordkeeping requirements. The Agency will continue to support changes in legislation that will reduce or eliminate the need for data collections.

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